

AL Advisory Leadership Letter

Spring 2006

Newsletter
of the
American
Orff-Schulwerk
Association
Advisory Board

National to help local chapters Web site templates, presence on AOSA site

by Caprice Lawless

We heard the chapter presidents loud and clear at the last two advisory board breakfasts, and the NBT has taken action to make as many of their dreams come true as possible. Accordingly, coming to the AOSA Web soon will be:

1. Web site templates so every local chapter (if it so chooses) can have its own Web site for \$75/year. This advantage is available though the technology of the new site, which will allow chapter designates who know little or nothing about Web sites to author and manage their pages effortlessly. If you know how to use Microsoft Word, you will love how easy it is to set up and run your chapter website.
2. Local chapters can have a home page presence on the AOSA site (\$50/year). This feature will be customized for each member, per his or her preference. When logging on to the site for the first time in a member year, the member will indicate a local chapter (if applicable). This will create a standard button on the left-hand side of the screen with the chapter's name, near the other standard buttons on the navigation bar. That way, the member can access the local chapter immediately through www.aosa.org. In the process, local chapter members will thus catch the AOSA national news that changes monthly across the three rotations on the AOSA home page.

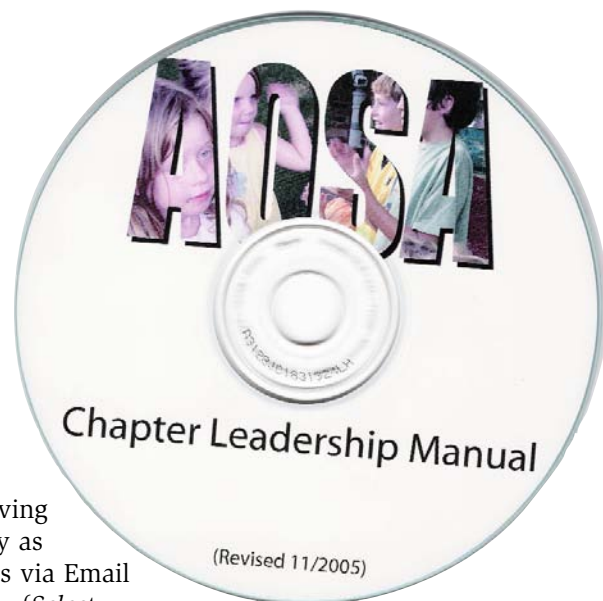
The small fees are needed to help defray the cost to create and manage the programs for the new features. Although Web sites appear informal, their content management is actually quite formal, especially as they grow in sophistication (as has the AOSA site).

As this will be the first order of business following the launch of additional new features to the AOSA site, we will be creating a WebChapters page within the Chapter President's Room to keep you abreast of this new program. We hope to be testing it by late summer or early fall, 2006.

CLM on CD-ROM The shape of things to come

By Jessie Vance

AOSA's *Chapter Leadership Manual* (formerly *Chapter President's Manual*) has a new shape and size. No longer a binder of weighty proportions, the information is consolidated and reorganized into a concise manual contained on a single CD-ROM. The new CLM was distributed to chapter presidents at the 2005 AOSA National Conference in Birmingham during the advisory board breakfast. It is now a living document that can be updated as easily as sending a new file to chapter presidents via Email or by downloading it from www.aosa.org (Select



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Membership & Local Chapters > Chapter President's Room.)

Now, instead of hunting through pages and pages of documents, it is easier to search out an answer. Simply open the CD and choose the file folder that is most likely to have your topic. Open a file in Microsoft Word and select **Find** from the **Edit** menu. Type in a word that would be in your search topic and click on **Find Next**. If that word is in the document, it will be highlighted. If the word occurs more than once in the file, click on **Find Next** again and it will find the next occurrence. This is the quickest way to find a specific item in a document.

The new CLM format was distributed in a 12-CD carrier titled *AOSA Leadership Documents*. To save time and effort, chapter presidents can save their chapter files to a CD-ROM that can be passed on to the next chapter president.

New AOSA model chapter constitution and bylaws available

by Michael Chandler

The American Orff-Schulwerk Association is growing and modernizing with each passing year! The addition of several new chapters means that we must develop creative solutions to new challenges brought on by that growth. With modernization, the organization has entered the electronic age. On the local level, chapters employ Email as a tool for intra-communication, share forms and documents, and maintain active Web sites. Last November, each chapter received an electronic copy of the *AOSA Chapter Leadership Manual*. As you can imagine, these are indeed exciting times to serve in AOSA!

Have you wished that you could update, streamline, and modernize your chapter's important documents? Perhaps your chapter is one of our newest that has few or no documents and you would like to create them correctly within AOSA guidelines. Among the most important documents your chapter should have is a constitution and bylaws. In the past, AOSA headquarters and regional representatives have received a number of requests from chapter presidents for help with this document. To meet those requests, with assistance from Executive Director Cindi Wobig we have created a model chapter constitution with bylaws. The two sections of this document, the *constitution* and *bylaws*, provide official guidance on policy within your local chapter and within our national organization.

The *constitution* provides guidelines for the following:

- chapter's name
- purpose and goals
- types of membership
- organization and governance
- frequency of chapter meetings
- chapter's relationship and function according to AOSA guidelines and policy
- appropriate handling of chapter funds
- restrictions regarding chapter political affiliation or activity
- chapter dissolution and guidelines for amending the constitution

The *bylaws* establish:

- membership privileges
- election procedure
- duties of each elected office
- procedure for amending the bylaws
- rules of order for chapter meetings

Once your chapter has a copy of the model constitution with bylaws, provide a copy to each person on your chapter's executive board and allow time for discussion of the document. If your chapter is well established and already has a constitution and bylaws, compare the old document to the model document and discuss the differences and similarities. If your chapter is new and has not adopted a constitution and bylaws, discuss how you will make the model document your chapter's own. The model document contains prompts to help you integrate your chapter's name and to tailor the document to your

Ask members to commit their talents, not just their time... Instead of focusing solely on the amount of time a member needs to spend to help the organization, identify how each member can use his or her talents.

- Mark Levin

Millennium Membership: How to Attract and Keep Members in the New Marketplace

continues

chapter's needs. Your chapter membership must approve and adopt the constitution. The chapter's executive board, however, may approve and adopt the bylaws.

The AOSA model constitution and bylaws document is available to you in an electronic format on both the AOSA Website within the Chapter Presidents Room and in future AOSA *Chapter Leadership Manuals*. We hope that this model document will help your chapter operate more efficiently and successfully. As always, please contact one of your region representatives if you ever need assistance. We are here to serve you and your chapter! Remember that AOSA chapters serve their membership, and their membership ultimately serves thousands of young students each day.

Membership Directory and Resource Guide redesigned

by Michael Roberts

WOW ! Color, glossy, vibrant resource information: what is this, filling my mailbox from AOSA? The new *Membership Directory and Resource Guide*, designed by communications director Caprice Lawless is only the first of many materials from AOSA that will reflect the professional face of our organization. No more magnifying glass and computer print, the new AOSA directory is no longer just a list of names and addresses, but a complete resource where you can obtain information about AOSA right under fingertips. Great for the individual members, sure, but this new resource from AOSA can provide chapter leaders with a host of valuable tools.

Communicate what members can expect to accomplish, not just what the organization needs them to do. ... Concentrate on the important, positive outcomes of the partnership between the organization and the volunteer by pointing out what's 'in it' for members who become involved in helping the organization grow.

– Mark Levin

*Millennium Membership:
How to Attract and Keep
Members in the New
Marketplace*

- Keep up to date with AOSA internal deadlines with the AOSA master calendar of events.
- Increase your leadership capabilities using the new directory to point out and provide information to your local members about scholarships and financial assistance opportunities.
- Expand the opportunity of your membership to experience AOSA National Conference sessions through the Video Library Catalogue now available in the directory.
- Your chapter now has increased visibility with national members through the banner pictures, comprehensive workshop listings and map of local chapters.
- Identify key AOSA board members that can help answer your questions and provide local chapters with support.
- Understand how national board committees relate to the business of local chapters through the organizational chart now included in the directory.
- Find professional development opportunities and teacher training courses as well as a range of equipment and materials for use in your classroom in the same resource and expect that even more information like this will be available in future directories.

Caprice wishes to thank members of the industry for making this new directory possible. In her words, “this is a very important time in AOSA history. The incredible skills of our graphic artist, our salesman and our printer, coupled with industry member support, have made this happen to benefit AOSA.”

As a chapter leader, use this new resource to help you build a stronger chapter, and encourage your members to use the directory as a resource to learn more about AOSA.

The new *AOSA Membership Directory and Resource Guide* is no longer just a list of names. Enjoy your new copy and use it to help you become a more effective servant leader for your chapter.



Region I
Paul Hallsted, N.M.



Region II
Patty Reed, Calif.



Region IV
Dena Byers, N.C.



Region V
Alice Pratt, N.Y.



Recording Secretary
Karen Baldwin, Wash.

New faces elected to NBT

by Lisa Bettke

The Jan. 2006 election results are as follows:

- Region I Representative - Paul Hallsted
- Region II Representative - Patty Reed
- Region IV Representative - Dena Byers
- Region V Representative - Alice Pratt
- Recording Secretary - Karen Baldwin

This year, we will be soliciting candidates for the following positions:

- Representatives from Regions III, IV, V and VI
- Treasurer
- Vice-President

Many of our potential candidates have come from your recommendations in the Annual Report. Please keep up the good work and continue to encourage your members to seek a higher office within the National Board of Trustees.

Leadership Lounge report

by Jennifer Hartman

Many great ideas were exchanged in the Leadership Lounge in Birmingham. Thank you to every chapter leader who spent time sharing chapter successes and challenges with us. Listed below are a few of the comments written in response to our questions/thoughts on the scrolls.

Scroll #1: "Thanks, Birmingham!"

"I will never forget the beautiful people ... inside, I mean!" – Anon.

Scroll #2: "When I think about Orff Schulwerk I think..."

"Of joy, cheerful people and beautiful music." – Meriam

"Making connections." – Robbie

"Instant human contact at a deep level with those around me." – Anon.

"Yes! Yes! Yes! Yes! Yes!" – Anon.

"Of people who do let emotion, faith, and creativity rule!" – Anon.

Scroll #3: "My AOSA membership means to me..."

"Creative and positive energy in my life!" – Anon.

"Spiritual and emotional sharing of music." – Anon.

"My husband said over our cell phone this morning that it sounded like a flock of birds (we all were standing at the elevators). After explaining how many wonderful people I had already met, he – in his 'husbandly' form of humor – concluded that all of us 'termites have come out of the wood-work.' Thanks for the feast. I welcome your company, camaraderie, and friendship." – Anon.

"Hope for the future." – Anon.

"Music education." – Anon.

"Our children. Friends. Fun. Fantastic. Fulfillment!" – Anon.

"Somebody said yesterday at the advisory board breakfast that these are not really 'workshops'; they should be called 'funshops.'" – Anon.

"Friendship, leadership and inspiration for a lifetime!" – M. K. Burbank

Scroll #4: "Being a leader means..."

"Serving first." – DT

Request annual renewal cards by April 15

by Diane Sabourin

Don't forget: you can request the white renewal cards for chapter members who are

*It's essential to remember ...
it's not about the
organization. It's
about the member.*

– Mark Levin

*Millennium Membership:
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also national members. This request must be made by April 15. Names and addresses will be completed at AOSA headquarters.

Annual reports can be downloaded at www.aosa.org or as a word document from info@aosa.org DUE DATE: June 1, 2006

Plan ahead and avoid the \$25.00 late fee penalty.

Chapter membership lists (part of the annual report) can be sent at any time. Send by mail or email to info@aosa.org

Does your chapter need financial help? Request information from Headquarters regarding Workshop grants and Mini-grants. Application DUE DATE: June 1, 2006.

Highlights from the 2005 AOSA National Conference in Birmingham

Southern Harmony – Many Voices, One Spirit

Nov. 9 – 13, 2005

1646 attendees from across the United States and the world
Spivey Hall Children's Choir – magical!

Leadership Lounge – meeting new friends, sharing ideas

“ ... the incredible, inspiring beautiful sound of children's voices. High-quality singing in an Orff- Schulwerk conference – the best of all musical/movement worlds!”

“I love the children's groups! It always amazes me what they are capable of reaching!”

Moonlight & Magnolias – a lively banquet filled with good food, a great dance band and loads of Southern hospitality

Catch the Spirit – this closing session was a moving finale to a wonderful conference

Our indefatigable NCC's – THANK YOU, Shirley & Vivian!!



Participants finish a movement exercise in the Servant Leadership workshop conducted by Judith Cole at the 2005 AOSA National Conference in Birmingham, Ala. Judith Cole, left, is immediate past-president of AOSA.

