



**INTERNATIONAL
CLARINET
ASSOCIATION**

International Clarinet Association Country and Continent Chair Handbook

(Revised April 2024)

I. Membership:

Country and Continent Chairs must be current members in good standing of the ICA. If a membership lapses, is not renewed, or the member is not in good standing, the Country or Continent Chair will be removed from their position and be replaced.

The International Vice President (an elected and voting member of the ICA Board of Directors), in consultation and cooperation with the Country Chairs, the International Council, and the International Ambassador, will preside over all major decisions of the international sub-areas. All communication will be directed by the International Vice President.

II. Appointment and Term Length:

Country Chairs

- The International Vice President will research and nominate appropriate individuals to the ICA Board of Directors to serve as a Country Chair. The three-year Country Chair term will commence on September 1 and can be renewed at the discretion of the International Vice President, in consultation with the ICA Board. The International Vice President may, at her/his discretion, assign multiple countries to a Country Chair based on geography, population, and membership numbers.

Continent Chairs

- Continent Chairs are appointed by the International Vice President in consultation with the International Council and approved by the ICA Board of Directors. The three-year Continent Chair term will commence on September 1 and can be renewed at the discretion of the International Vice President, in consultation with the ICA Board. The main responsibility of the Continent Chair will be to oversee and coordinate association memberships and activities in their continent.
- The individual selected may in some instances serve simultaneously as both a County

Chair and Continent Chair. Continent Chairs will attend the annual Country Chairs meeting at ClarinetFest® and the Zoom meeting held in December or January.

To maintain consistency among all ICA service appointments, all Country and Continent Chairs will use September 1 of the year they were appointed as the date in which they began their service. (For example: if the chair's service began February 2024, September 1, 2024, will be considered the official date in which their service began.) This includes anyone who was appointed mid-year, etc. due to an emergency replacement.

III. Duties:

- Identify individuals or groups for ICA membership in each respective country who are interested or active in teaching, studying, and playing the clarinet.
- Maintain regular communication with members (via e-mail, phone or virtually by means such as Zoom or Skype, snail-mail, newsletters, etc.), which helps foster a consistent and high retention rate, and assists with follow-up communications regarding membership non-renewals.
- Gather information about current clarinet performance and educational activities of interest in the area and disseminate this information to interested persons among the association's national membership utilizing the country portal on the ICA website (<https://clarinet.org/international-chairs/>).
- Aid individuals or groups within the country's membership in matters concerning the clarinet.
- Encourage individuals to participate in the various activities offered by the ICA, including competitions, research, and attendance at annual ClarinetFests®.
- Work cooperatively with other Country Chairs, the International Vice President, International Council, Board of Directors, Executive Director of Operations, and other leaders of the ICA to promote the interests and activities of the ICA.
- Assist the ICA Board, as requested, in the planning and logistics of ClarinetFest® in their country.
- For matters regarding the organization, all communication will be made through the International Vice President.
- For matters regarding individual memberships, all communication will be made through the Executive Director of Operations.

IV. Regular Briefings:

Regular briefings will be made between the International Vice President and International Ambassador to enable quick decisions and evaluations which may come up.

V. Annual Reports:

Country Chairs are required to submit two reports to the International Vice President and International Ambassador describing their successes and challenges in meeting the ICA Board-approved duties prior to the annual ClarinetFest® convention. These reports are due: December 1 and June 1. Failure to deliver reports in a timely manner may result in removal and replacement by the ICA Board of Directors.

VI. Membership Lists:

The ICA Executive Director of Operations will email Country Chairs (with the International Vice President in Cc) updated membership lists for their country on a bi-annual basis. Country Chairs wishing to contact the membership of another (usually neighboring) country should ask that Country Chair to forward communications and contacts.

VII. Country Chair Meetings:

Country Chair Meetings will take place annually during ClarinetFest®. A Zoom or Skype meeting will be held concurrently for those who cannot attend ClarinetFest®. Country Chairs who cannot attend the annual meeting, either in person or by video conference, should attempt to find a substitute to report on their behalf.

There will be an annual Zoom meeting with the Country Chairs and members of the International Council. The date will be announced by the International Vice President. This meeting will take place in the month of December or January.

VIII. Country Chairs Facebook Page and ICA Website Portal:

There is a closed Facebook page for Country Chairs. The purpose of the page is to create a forum for sharing ideas and promoting collaboration between the country chairs. Country Chairs are encouraged to participate in this forum.

There is also a section on the ICA website for each country to post newsletters or communications: (<https://clarinet.org/international-chairs/>). It is expected that all Country Chairs post information on the ICA website on a regular basis.