



INTERNATIONAL CLARINET ASSOCIATION

State Chair Handbook (Rev. July 2024)

Mission - To uphold and promulgate the ICA mission <https://clarinet.org/about>, host the annual Clareidoscope Festival, and promote all things clarinet in our respective states.

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I. Appointment and Term Length:

State Chairs are appointed by the International Clarinet Association (ICA) Board of Directors and must be a resident of the state where they serve as State Chair except in extenuating circumstances approved by the ICA Board of Directors. State Chairs serve recurring two-year terms until either:

- The State Chair resigns.
- ICA Board of Directors appoints a new chair.

II. Duties (designated by the ICA Board of Directors):

- Identify individuals or groups for ICA membership in each respective state who are interested or active in teaching, studying, and playing the clarinet.
- Maintain regular communication with members to foster a consistent and high retention rate and assist with follow-up communication regarding membership non-renewals. State Chairs may choose the best methods and how regularly to achieve this goal.

Example: Centralized email dissemination on a state-by-state basis. Sending to massmembers@clarinet.org would automatically go to all current or potential Massachusetts members through the centralized mail list.

- Collect information about upcoming clarinet performances and educational activities in the area, and regularly disseminate to the state membership.
- Encourage individuals to participate in the various activities offered by the ICA, including competitions, research, online activities, and attendance at annual ClarinetFest®. Work cooperatively with other State Chairs, the Board of Directors, the Executive Director, and other leaders of the ICA, to promote the interests and activities of the ICA
- Participate regularly (minimum of 50%) at meetings of the State Chairs. Student Ambassadors can serve in the State Chair's place to fulfill the attendance requirement.
- Maintain an active, individual membership in the ICA.
- ICA State Chairs should work with the ICA Volunteer Coordinator to identify members in their state to serve as volunteers at the annual ICA ClarinetFest®. Additionally, State Chairs may be asked to identify qualified state members to serve as reporters for ICA ClarinetFests® in consultation with the ICA Executive Director, *The Clarinet* editor, and *The Clarinet Online* editor.

III. Annual Reports:

- State Chairs are required to submit an annual report describing their successes and challenges in meeting the board-approved duties by June 15th to the State Chair Coordinator.
- Failure to submit reports may result in State Chairs being replaced by the ICA Board of Directors.

IV. Student Ambassadors: State Chairs are encouraged to select a Student Ambassador to help assist State Chairs in fulfilling their duties. Send ambassador name, contact information (email address), university affiliation, degree, class year, and term of service to the State Chair Coordinator.

- Student Ambassadors may be utilized to assist with clerical duties (i.e. emailing state membership, coordinating social media) and recruitment efforts.
- State Chairs may appoint a Student Ambassador, not to exceed 2 members per state, for a term of one year by September 1.
- This term may be renewable.
- During the year of service, Student Ambassadors receive the “Performer Registration Rate” to attend the ICA ClarinetFest®.

V. Membership Lists:

- The ICA Executive Director will periodically give State Chairs access to updated membership lists for their state.
- State Chairs wishing to contact the membership of another (usually neighboring) state should ask that state’s chair to forward communiqués.

VI. State Chairs Meetings:

- State Chairs Meetings take place monthly on Zoom and in-person during ClarinetFest®.
- State Chairs who cannot attend the meetings are welcome to send their Student Ambassador.

VI. State Chair Coordinator:

- The State Chair Coordinator is appointed for a 4-year term by the ICA Board of Directors.
- Annual State Chair reports should be submitted directly to the State Chair Coordinator by June 15th.
- The State Chair Coordinator sets the meeting agenda with consultation of the ICA Board via the ICA Secretary, provides a meeting reminder to State Chairs minimum one week prior, communicates regularly with the State Chair membership about ICA initiatives, coordinates the State Chair

materials in the State Chairs Google Drive, and assists in recruitment and onboarding of new State Chairs as needed.

- In the event the State Chair Coordinator is unable to sustain their term for the foreseeable future, an interim chair will be appointed with approval from the ICA Board until such a time that the Coordinator is able to resume their duties.

VII. State Chair Complimentary Memberships

- Each State Chair is given up to five complimentary memberships each year to give to deserving individuals to encourage participation in the ICA. Contact the ICA Executive Director with the name, email of the member, and name of school if applicable.
- Additional complimentary memberships (if needed) may be requested from the ICA Board of Directors.

VIII. State Chair *Clareidoscope* Online Festival

- In 2021, the ICA State Chairs developed an online event to serve a broader music community during the pandemic.
- *Clareidoscope* is a virtual festival featuring performances, clinics, and competitions which is free and open to anyone regardless of ICA membership status.
- *Clareidoscope* mission: A free virtual event for all clarinetists of all ages worldwide, featuring competitions, presentations, masterclasses, and discussions.
- State Chairs are encouraged to contribute content to the event, through either live or pre-recorded performance or presentations.
- State Chairs should assist with promoting the event through respective channels.
- Historically, this event has been offered in the spring for 6 hours.