



## **The Orff Echo Editorial Board Member Job Description**

*The Orff Echo* Editorial Board (*Echo* Board) member is a part of the standing editorial board, *The Orff Echo Editorial Board*, of the National Board of Trustees (NBT) of the American Orff-Schulwerk Association. The *Echo* Board is connected to the NBT through the Communications Committee, a standing committee of the NBT. The Chair of Communications is the official liaison between the *Echo* Board and the NBT. All activities of this editorial board will be coordinated through the AOSA Communications Chair. The AOSA Executive Director is the staff liaison for this subcommittee.

### **Mission**

*The Orff Echo* is the national, peer-reviewed journal and philosophical voice of the American Orff Schulwerk Association (AOSA), a professional organization of educators and practitioners dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman.

#### **THE ORFF ECHO STRIVES TO:**

- Explore pedagogies, philosophies, contemporary issues, and policies in relation to Orff Schulwerk and children's music education
- Promote a unique approach to creative musical thinking, expression, and engagement
- Encourage student-centered teaching and performance practices that nurture all learners' musical growth
- Publish research related to or aligned with Orff Schulwerk practices

### **Qualifications**

- Member in good standing of AOSA
- Knowledge of the purpose and philosophy of Orff Schulwerk
- Completion of Level II teacher education with Level III completion preferred
- Strong writing and editing skills
- Technological knowledge including use of cloud-based storage and document sharing platforms and services as well as email and on-line communication tools
- Familiarity with and use of APA writing style
- Ability to work collaboratively with co-editors and authors as well as liaisons and the NBT

### **Appointment**

Submitted applications are reviewed by the *Echo* Board with recommendations sent to the Executive Committee of the NBT for approval and appointment by the president.

Updated 2015\_02\_10Carrie Barnette

## **Term**

The term for *Echo* Board members shall be 4 years with the potential for re-appointment for an additional 4 years after a 1 year hiatus. If a board member desires to be reappointed after the one year hiatus, then no formal application is required, but rather an official notification of interest for consideration by the *Echo* Board and appointment by the President. Desire to serve again does not guarantee re-appointment.

## **Responsibilities**

- Act in accordance with the Articles of Incorporation, Code of Regulations, and current policy of the AOSA National Board of Trustees
- Execute all duties professionally and courteously, supporting the goals of AOSA
- Communicate with the Editor on all matters regarding *The Orff Echo* and other *Echo* Board publications
- Identify possible topics for issue focus, selecting and assignment topics to publication dates
- Review and approve submitted materials, making editorial suggestions and recommendations as needed
- Solicit, collect, and perform edits on materials suitable for publication in *The Orff Echo* and *Echo* Board publications
- Track and organize progress of assigned issue to be co-coordinated with fellow board member including author communications and materials recruitment, additional author solicitation, and writing assistance
- Write articles and/or columns and fulfill other assignments according to schedules
- Proofread each quarterly publication prior to it going to print
- Attend meetings as scheduled throughout the year both in person and electronically

## **Benefits**

- Fall meeting
  - Airfare reimbursement up to \$200
  - One half of night's stay equivalent or less than the cost of the conference hotel rate (room sharing is encouraged)
  - Complimentary conference registration
- Other meetings as announced
  - Airfare: coach up to \$500 or approved by executive director. Subject to review.
  - One half of hotel room cost for duration of meeting (room sharing is encouraged)
  - \$50 stipend for meals and other reimbursements not provided by AOSA

## SAMPLE APPLICATION QUESTIONS – to be completed and submitted on-line

### Applicant Information

First Name	<input type="text"/>	Last Name	<input type="text"/>
Address 1	<input type="text"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
Home Phone	<input type="text"/>	Cell Phone	<input type="text"/>
		Business Phone	<input type="text"/>
Email	<input type="text"/>		
Present Job Title	<input type="text"/>		

### Letters of Recommendation

Submit .pdfs of two letters of recommendation. Please ask references to address your writing ability and your ability and willingness to meet deadlines, to work with fellow editorial board members in a collegial manner, and to provide prompts and suggestions to authors in professional manner. These should be submitted with this application.

**Use the upload buttons to upload a either a PDF or Microsoft Word version of the outline. The status bar will start off green as the file is uploading. When finishes it will turn blue and say "Complete." Even if the blue status bar with "Complete" disappears from the form, the file was uploaded correctly. The file name will be displayed on the confirmation page once the form is submitted.**

Recommendation 1:

Recommendation 2:

### Resume

Submit a brief resume listing education, training, chapter affiliation, and highlights of your professional background. Please include only the most relevant information that you think should be evaluated for experience that is particularly pertinent to serving on *The Orff Echo* Editorial Board. **Limit to four pages total.**

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Resume

### Personal Statements

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In a letter, explain why you wish to serve on the Editorial Board and describe your qualifications.

File Attachment

On a separate page, please explain the direction and shape you would like to see *The Orff Echo* take in the future.

File Attachment

### Writing Samples

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Include a short, original, unpublished (edited only by you) essay or article, at least 1 pages, typed and double-spaced. In addition, you may submit up to two published pieces. Please limit length of all pieces to twelve pages total.

Unpublished Sample

Published Sample 1

Published Sample 2