



## ***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.

### **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 online 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, July 2016.

## **Term**

The term for *Echo* Board members shall be four years with the potential for re-appointment for an additional four years after a one-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 assigning 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 its going to print
- Attend fall meetings on Friday of National Conference. Attend spring meetings, first weekend of March in person and electronically

## **Benefits**

- Fall meeting
  - Airfare reimbursement
  - 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)
  - Stipend for meals and other reimbursements not provided by AOSA

Deadline for submission is February 1, 2016.