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.