

Music Teachers' Association of California

Santa Clarita Branch

About MTAC Santa Clarita Music Students' Service League (MSSL)

MSSL is a group of MTAC-SCV student volunteers, grades 7 – 12th, dedicated to serving their community through music. MSSL projects include student performances at senior citizen homes, Westfield Valencia Town Center, mentoring younger students, volunteering at MTAC functions, and fundraising through recitals and the Practice-A-Thon. Special events include Daniel Pearl World Music Days. MSSL students can get volunteer credit if they serve as ushers, set up equipment or serve as program directors.

Guided by MTAC-SCV teacher advisors, MSSL students have the opportunity to plan and organize projects, and develop leadership skills. The MTAC MSSL Advisors attend all MSSL meetings and are available to assist MSSL when needed. For more, visit www.msslscv.co.nr

MTAC-SCV Community Outreach Chair & MSSL Advisor: Manak Khamvongsa
Assistant Chair: TBD

Upcoming Events (additional dates to be added)

Community Outreach Meeting

Date & Time: Saturday, October 22 from 1:00-1:45pm

Location: Little School of Music
28306 Constellation Rd.
Valencia, CA 91355

Contact: Manak Khamvongsa

Email: Manakemail@yahoo.com

Note: All teachers, students and parents are welcome to attend. This month we will discuss performance opportunities for fall/winter (retirement home, Newhall Art Walk, etc.)

MSSL Meeting (MSSL students only grade 7-12)

Date & Time: Saturday, October 22 from 2:00-3:00pm

Location: Little School of Music
28306 Constellation Rd.
Valencia, CA 91355

Contact: Manak Khamvongsa

Email: Manakemail@yahoo.com

Note: All initial contacts will be done through their music teacher until the student attends a mssl meeting in person. From then on email communications can be made directly to the students. Parents and teachers may request to have emails cc'd if needed. The election for MSSL 2011-2012 Officers will take place at the MSSL Meeting. Students will vote via secret ballot at the meeting on 10/22. *If unable to attend, the student must e-mail Manak and make arrangements.* Students may drop off their vote at Little School of Music in a sealed envelope addressed to Manak prior to the meeting if unable to attend. Students interested in running for office should email Manak a brief statement including: brief introduction, what office you intend to run for and why they think they are a good candidate for it.

Daniel Pearl Concert in Santa Clarita Valley

Date & Time: Sunday, October 23 at 3:00pm

Location: Valencia Methodist Church

275718 McBean Pkwy

Valencia, CA 91355

Contact: Suzy Hanna

Phone: 661-965-0901

Community Outreach at the Valencia Town Center Mall*

Date & Time: Friday, October 28 at 7:00pm

Deadline to Signup: Friday, October 21

Location: Valencia Town Center Mall outside Sisley

Contact: Manak Khamvongsa

Email: Manakemail@yahoo.com

Note: Open to all MTAC students level 3 or higher. Popular music is appropriate and encouraged at the mall concerts! Ensembles and collaborations are also welcome. Please have proper recital attire and plan to stay for the entire program. Music does not need to be memorized. MSSL students may get volunteer credit if they serve as ushers, set up equipment or serve as program directors (a good opportunity to wear the new MSSL t-shirts!)

*Community Outreach Mall Performances are scheduled for the last Friday of each month from September through May with the exception of December.

Daniel Pearl Concert in Santa Monica (West LA Branch)

Date & Time: Sunday, October 30 at 2:00pm

Location: First Presbyterian Church of Santa Monica

1220 2nd Street

Santa Monica, CA

Contact: Manak Khamvongsa

Email: Manakemail@yahoo.com

Note: If any MSSL students are interested in attending or helping, please contact Manak who can notify Nancy with the West LA MTAC Branch.

MSSL Officers' Duties and Responsibilities

PRESIDENT

1. To preside at meetings of general membership and executive board
2. To organize the business to be covered in an appropriate sequence; that is to create an agenda
3. To contact all chairs and officers who should present reports at the meeting – at least one week prior to the meeting
4. To keep the meeting on track and moving along according to the agenda
5. To state and put to a vote all issues that come before the group as motions
6. To announce the outcome of each vote; for example, "the motion is carried."
7. To guide and oversee the planning of the year's MSSL activities
8. To appoint committees and chairs for projects undertaken by the group (program directors are elected to chair events but other members are needed to help as well)
9. To direct and advise other officers and chairs and check to be certain jobs are completed (this executive function is the most challenging AND the most important)
10. To work closely with faculty advisors to oversee the workings of MSSL

PRESIDENT ELECT – (will be president next year)

1. To work closely with the president in order to learn the responsibilities of the presidential office and the skills necessary to carry out those responsibilities
2. To preside at meetings and functions in the president's absence

EXECUTIVE DIRECTOR OF DEVELOPMENT

1. To govern and oversee the projects taken on by MSSL by directing the workings of the program directors

DIRECTOR OF COMMUNICATIONS

1. To maintain MSSL's official membership roll – the roster. This includes adding information, making changes, and deleting information that is not current.
2. To communicate with and acquire information from new members
3. To send out to the membership all notifications of events and meetings
4. To organize phoning the membership if necessary

SECRETARY

1. To keep a record of all the proceedings of the organization – called the minutes
2. To appoint another member to take minutes in the secretary's absence
3. To make the minutes and records available to members upon request
4. To write letters and other communications as necessary

HISTORIAN

1. To keep a record of all MSSL activities. This might include copies of the minutes, printed programs, membership rosters, and lists of officers.
2. If available, photographs taken at MSSL events should be dated and organized
3. If unable to attend an event or meeting, to find another member to substitute and document the proceeding with photos, programs, etc.

PROGRAM DIRECTORS

1. One month or more before the program: send information about the concert to all members by email. This should include: (1) date, time and place -----(2) application including deadline for applying (deadline should be no later than 2 weeks before the program date). Include a reminder that all student performances should be cleared with that student's teacher.
2. After all the applications are received, arrange the performers in an appropriate order and create a program. You should consult the MTAC teacher advisors for assistance in organizing the program. Programs should be no longer than 40 to 45 minutes. Add one minute to each act for getting on and off the stage. (Longer if instrumentalists require set up time.)
3. Email rough draft of program to all recital participants and faculty advisors. Also include address and directions to the facility, parking instructions, dress code, and call time (usually 15 minutes prior to the time of the program.)
4. Make copies of the program. Need to check with facility to see how many residents usually attend these types of programs.
5. If the facility is an unfamiliar one or if the piano has not been tuned recently, we might need to arrange to have the piano tuned. Consult the MTAC teacher advisors to help arrange the tuning.
6. One week prior to the program: call the facility to confirm the date and time of the concert. Find out if chairs will be set up, if there is a microphone, and if some kind of poster or flyer might be helpful to publicize the concert. Is the piano in tune?
7. Arrive at the venue minutes before the call time.
8. Introduce yourself to the event coordinator or other person in charge.
9. Check in performers as they arrive and take care of any last minute details.
10. Preside at the concert or appoint another member to preside

MEMBERS AT LARGE are MTAC-SCV students who want to perform and/or assist with events and receive Outreach Credit but who don't have time to serve on the MSSL board of directors this year. This allows students to get involved and possibly serve in a leadership position in the future. It doesn't cost anything to join and it looks great on college applications!