

ASMTA Job Descriptions

These Board Member Job Descriptions were compiled in **May 2011** to facilitate organization and knowledge of the duties of each position. Hopefully, they will help current holders of each position to know what to do, as well as educate future officers and board members. They are compiled from a combination of the Bylaws, statements submitted by current board members in each position, and older versions of the duties as found in the Past President's materials. In the case of the latter, some items seem to have come down from National at some point, and some are more pertinent to states with larger populations and memberships. Also, these older job descriptions have been modified slightly to reflect changes in communications due to the digital age.

All officers and board members should consult the ASMTA Bylaws and MTNA website for information pertinent to their positions.

By nature, MTNA and ASMTA members are busy people. However, as is the case with most things, the more we reap, the more we sow.

PRESIDENT:

Bylaws state: ARTICLE VI, Section 1:

The President shall be the principal elective officer of the Association and shall preside at all meetings of the Association, the Executive Committee, and the Board. The President shall appoint the historian, the librarian and the newsletter editor. The President shall appoint all chairmen and committees, both standing and ad hoc. The President shall serve as a member ex officio of all committees except the Nominating Committee. The President shall fill any vacancies in any office of appointed position, except that of President. The President shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Other duties:

- Organize agenda for Board Meetings in the Fall and Spring, and officiate over meeting
- Communicate with Board Members about pertinent issues both before and after meetings
- Assist state MTNA Competition Chair to find location for state MTNA Competition
- Work closely with Competition Chair and Site Coordinator to help organize MTNA Competition
- Work closely with First Vice President and State Conference Site Coordinator to help organize State Conference
- Attend MTNA National Conference (ASMTA will help fund expenses). Share experiences with membership
- Attend MTNA Leadership Summit
- If possible, attend South Central Division meetings (at MTNA Conference and in changing locations in January) and share findings with membership. Prepare report for such meetings, whether in attendance or not
- Work with South Central Division Chair as requested

Submitted by Lauren Schack Clark, May 2011

FIRST VICE PRESIDENT:

Bylaws state: ARTICLE VI, Section 2:

The first Vice President shall assume all duties of the President in the absence of that officer, serve as convention chairman, and shall be responsible for organizing, arranging, and facilitating all aspects necessary for conducting the annual convention. The First Vice President, in conjunction with the Treasurer and upon approval of the Board of Directors, shall make financial arrangements for the annual convention. The First Vice President shall provide for the Second Vice President of copy of the annual convention agenda for publication in the annual convention bulleting. Should the President be unable to fulfill the term of office, the First Vice President shall assume the full duties of the President. The First Vice President shall perform other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Other duties:

- As soon as possible following the State Conference, the First Vice President should seek the Guest Clinician, Guest Artist(s), and local clinicians for the following year. Some nationally-known presenters and artists fill their calendars a year or more in advance.
- The First Vice President should place a call for local presenters for the following year in the Fall Newsletter and on the website.
- The First Vice President should work closely with the conference Site Coordinator on all aspects of the State Conference.
- Arrange travel plans with Guest Artists, pick them up from the airport, arrange hotel rooms, etc.

Submitted by Lauren Schack Clark, May 2011

SECOND VICE PRESIDENT:

Bylaws state: ARTICLE VI, Section 3:

The Second Vice President preside in the absence of the President and First Vice President and secures ads for the Association's official publications and the convention bulletin and shall supervise the printing of the convention bulletin and current membership roster. The Second Vice President shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Other duties:

- Solicit vendors for advertisements in conference booklet and/or ASMTA online website
 - Submit all checks to Treasurer **before** the conference
- Put together and publish the conference booklet that includes:
 - Updated directories (*contact MTNA headquarters for most updated info*)
 - MTNA Officers
 - South Central Division Presidents and Competition
 - South Central Division State Presidents
 - ASMTA Officers
 - ASMTA Elected Board Members
 - ASMTA Standing Committees
 - ASMTA Teacher of the Year Award (Independent and College)
 - ASMTA Past Presidents
 - ASMTA membership
 - Conference schedule (*contact 1st VP for the schedule*)
 - Conference guest artist and speakers – photo and bio
 - ASMTA Bylaws & Constitution
 - Advertisements
- Work closely with the site coordinator of ASMTA conference

Submitted by May Tsao-Lim, May 2011

SECRETARY:

Bylaws state: ARTICLE VI, Section 4:

The Secretary shall record the minutes of all meetings of the Executive Committee, the Board and the general membership. The Secretary shall maintain files of reports from various officers, shall distribute copies of minutes to all members of the Executive Committee and the Board, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

TREASURER:

Bylaws state: ARTICLE VI, Section 5:

The Treasurer shall be responsible for overseeing, in cooperation with the President, all financial affairs of the Association. The Treasurer shall record all dues received from National Headquarters, keeping an up-to-date record of all members paid. The Treasurer shall receive, hold, and disburse all funds under executive order. The Treasurer shall report at each regular membership meeting and at such times as requested by the President, the Executive Committee, or the Board. The Treasurer shall see that the signatures of the President and the Treasurer are on record at the Association's bank. An audit committee appointed by the President shall audit the Treasurer's books at the end of each fiscal year. The Treasurer shall assist the First Vice President in the financial arrangements and registration for the annual convention. The Treasurer shall also perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Other duties:

The ASMTA Treasurer maintains the organization's checking account. Typical income includes state dues (sent from the national organization), the competition rebate (also sent from national), and revenues received from the 2nd VP, profits from regional festivals and state auditions, and state conference registrations. Typical disbursements include the \$150 travel support given to every winner of the MTNA competitions at the state level (excluding composition winners), competition judging fees, state conference expenses, and reimbursements (newsletter expenses, state president's travel to national conference, etc.).

Towards the end of the calendar year, the Treasurer receives a form from MTNA confirming dues for the coming membership year and then signs and returns the form. Because the Treasurer is the dues contact person, the Treasurer also has access to state membership information.

The Treasurer prepares reports for the semi-annual Board meetings.

The Treasurer also handles state conference registrations*

At some point between July 1 and December 15, the Treasurer completes an electronic form verifying that the organization had less than \$25,000 in income during the previous fiscal year.

The Treasurer also supervises the organization's Certificate of Deposit.

Submitted by John Krebs, May 2011

**Note: The Treasurer also assists in the process of member registration at the State Conference, and pre-prints badges for members who have paid.*

ARTS ADVOCACY AND AWARENESS: Naoki Hakutani

(Formerly called "Community Outreach and Education Chair")

(See also PUBLICITY)

Bylaws state: ARTICLE IX, Section 4:

The Community Outreach and Education Chair works with music educators to promote an awareness among the general public of the importance of music education. This Chair also publicizes information about legislation that affects music education.

Other Duties:

- The Arts Advocacy and Awareness chair shall help promote ASMTA and the local associations and their events via media, the website, social media, and other mean.
- The Arts Advocacy and Awareness chair shall work closely with the President, Newsletter Editor, Webmaster, and other appropriate board members, to disseminate information to the general public.

From older version of duties of COE Chair Job Description:

- Communicate with the National Chair any information tht puts music education in peril in the Chair's state or that illustrates successful efforts in advocating. Communication is absolutely mandatory.
- Disseminate information from the National Chair to the local chairs in the association within the state regarding issues about advocacy for music education as well as the annual project to the national committee
- Help to implement the projects and campaigns prepared by the national committee
- Prepare an annual report about the activities of the state committee throughout the previous year. Send this to the National Chair
- Clip and retain articles (electronically or hard copy) and build a file about arts advocacy in the state to be informed about the issues regarding advocacy for music education and the arts.
- Write articles for the newspaper and website about advocacy issues
- Ask to speak at the state conference about the Arts Advocacy and Awareness committee, its mission and its programs and projects
- Be willing to speak to interest groups about the mission of the AAA committee and to encourage advocacy in the communities of the state
- Encourage networking by maintaining communication with other advocacy groups in the states: MENC, NAMM, State Coalition for Music Education, etc.

CERTIFICATION:

Bylaws state: ARTICLE IX, Section 1:

The Certification Chair shall be responsible for all clerical work attendant to the certification program.

Duties:

- Arrange to give exams at the state conference, the fall board meeting and also by appointment.
- Keep track of certified members and new members. Remind those whose certification is about to expire and encourage them to renew.

Submitted by J.D. Kelly, May 2011

Also:

- Refer to MTNA website, <http://www.mtnacertification.org/> for updated information
- Raise awareness of Certification by working with Arts Advocacy and Awareness Chair, speaking about benefits to new and current members, and keeping ASMTA website NCTM information current

COLLEGE CHAPTERS:

Bylaws state: ARTICLE IX, Section 2:

The College Chapters Chair encourages the formation of college chapters and coordinates college chapters with ASMTA and MTNA.

Duties:

Help increase the number of Student Chapters in the state

- Encourage state colleges and universities to establish a Student Chapter
- Call and distribute informational emails to colleges and universities in the state
- Call or send emails to Deans, Chairs, pedagogy instructors, or other contacts at colleges and university to find faculty advisor

Help support the continuing viability and success of existing student chapters

- Help existing Student Chapters make important contributions at their institutions, their communities, and their state MTAs
- Encourage student members to get involved at state conventions, communicate and collaborate with chapter members at other schools and attend local association meetings and events
- Foster the development of student leadership
- Encourage graduating students to continue their affiliation with MTNA (via STaR Award?)

COLLEGE FACULTY FORUM:

Bylaws state, ARTICLE IX DUTIES OF STANDING COMMITTEE CHAIRS

Section 3. The College Faculty Forum Chair communicates with ASMTA members who are college faculty. The chair shares information about STaR Award participation and encourages further involvement in meeting the goals of MTNA, including sharing news, ideas and concerns common to college faculty.

Other duties:

- Contact Elaine Donaldson at MTNA for a list of paid ASMTA members in September, asking that she send a spreadsheet with fields that indicate name, address, email address, and membership status.
- Sort above list so that all the college faculty are in a group.
- Email that group, typically with an eNewsletter.
- Notify ASMTA college faculty members about the dates and location of the next ASMTA conference, and encourage them to submit proposals as presenters, directing them to contact the conference coordinator.

Other possible ideas:

Linda Holzer organized a fundraiser for ASMTA, featuring ASMTA college faculty performers at UALR. That fell under the heading of "encourages further involvement in meeting the goals of MTNA."

Additionally, Linda sends a letter of invitation to new college music faculty in Arkansas, when she become aware of new hires, inviting them to join MTNA.

Submitted by Linda Holzer, NCTM, May 2011

Older job description:

- Encourage college music faculty within the state to:
 - a. Join MTNA
 - b. Attend CFF sessions at National Conference
 - c. Actively participate in MTNA meetings/activities
 - d. Submit articles to AMT and MTNA E-Journal
 - e. Maintain close ties with Local Associations
- Keep national chair apprised of CFF activities and/or professional concerns at state level
- Recommend college music faculty initiatives, projects, and/or services to national chair

Other ideas:

New College Faculty Recital at Conference or during school year

COMMISSIONED COMPOSER:

The Commissioned Composer Committee Chair shall refer to the MTNA Website for more information, <http://www.mtna.org/Programs/CommissionedComposer/tabid/250/Default.aspx>

ELECTED BOARD MEMBERS:

- Attend the bi-annual meetings.
- Report back to our local affiliate regarding topics of discussion and any changes.

Submitted May 2011, Linda M. Calhoun, NCTM

FESTIVALS:

Bylaws state: ARTICLE IX, Section 5:

The State Festival Chair conducts all festival activities in conjunction with the local chairmen's activities.

DUTIES OF THE STATE FESTIVAL CHAIRMAN

1. In Summer, secure Region Chairs for Region 1–2–3–4–5/6
2. Send this information to the AR Newsletter
3. After November Board Meeting, notify Region Chairs of any new decisions.
4. After Christmas, send all paper work necessary for Festival to 5 Region Chairs::::
Use my forms, or make new ones.
Dear Colleague Letter-- Student Application-- Rating Sheet--
Judge Sheet-- Student Help Sheet-- Theory Honor Roll--
Musicianship Honor Roll-- Perfect Score Sheet-- State Audition Form
Region Report Sheet-- Festival Rules— Master List—
Winners Form for teachers Checklist ---- Labels teachers in Regions
5. Have Theory and Musicianship Certificates printed. by February. Use my design, or a new one. After these are printed, sort, count and mail to Region Chairs. Check last years registration sheets for the number to send to each Region. It is almost the same each year. Add about10 extra.
6. We have three sets of Musicianship Tests (from Mark Smidt.) They have been coordinated with requirements of the Curriculum Guide. They're good.
We have three sets of Written Theory Tests (from Linda Kennedy).
They need to be revised.
We have one set of Sight Reading Tests (from Trudy Kincade). We need newer tests.
7. Copy sort and mail one copy of each test to Region Chairs early to mid- January. The first Region is in March. Region Chairs have to copy the number required for their Festival.
8. As each Region reports to you, immediately send the names of Winners and Alternates. in that Region to The State Audition Chair.(s).
9. As each Region reports to you, immediately write checks to Judges and Student Help for each Region, I also write a Thank You Note.
10. Order Perfect Score Plaques for all students who scored a Perfect Score in each Region. I order these from Crown Awards. Your choice.

When they arrive, mail them to the appropriate teacher.

However, for the past two years, I have taken them to State Convention and handed out to teachers, because the cost of mailing is prohibitive.

- 11 Make a full report for Conference Board Meeting. Copies for 30 Board Members.
If you start this report when the first Region reports to you, it will be completed with the final Festival Report. Then, add pertinent information at the bottom of the report as needed.

Submitted by Jeanne Hurst, Oct 2014

Other duties:

- Refer members to the ASMTA website, www.arkansasmta.org for information about repertoire requirements, deadlines, etc.
- Be familiar with duties of “State Auditions Chair”

GROUP PIANO:

Bylaws state: ARTICLE IX, Section 6:

The Group Piano Chair is responsible for informing members about group piano activities and encourages the presentation of convention programs dealing with group piano teaching.

Duties:

- Promote group class teaching as an addendum to individual lessons
- Promote teaching multiple students as a business model
- Include emerging teaching models including Skype, and other modes of distance teaching
- Encourage and help organize events that feature multiple pianists. Work with local associations on this.

HISTORIAN:

Bylaws state: ARTICLE VIII, Section 1:

The Historian shall keep a file of all programs, articles, pamphlets, photographs, and clippings pertaining to the Association.

This can include both electronic and hard copies of the above types of items.

Work with Arts Advocacy and Awareness Chair, Newsletter Editor, Membership Chair, Webmaster, and other pertinent board members to distribute current and archival information and photos as needed.

INDEPENDENT MUSIC TEACHERS FORUM: Linda Calhoun, NCTM

Bylaws state: ARTICLE IX, Section 7:

The Independent Music Teachers Forum Chair presides at meetings of the Independent Music Teachers Forum. This Chair also promotes the certification of independent teachers and encourages the dissemination of information concerning taxes, zoning, and other issues that affect independent teachers.

Other Duties:

- Prepare presentations for the state conference
- Meet with the members at the annual IMTF breakfast
- Prepare a short survey to determine the interest in the subject of the presentation and ask for ideas for the future

Submitted by Linda M. Calhoun, May 2011

Older version of duties:

- Be familiar with the MTNA publication
- Contribute a column discussing an item of interest to the IMT for each issue of the state newsletter and on the website
- Encourage attendance at state and national convention
- Attend state convention and plan a session addressing IMTF issues
- Bring to the attention of the membership items or issues pertaining to IMTs that are presented at state and national conventions
- Attend national conventions to present your state at the IMTF meeting for state and local chairs, IMTF open meeting and IMTF-related sessions. Send a representative if you are unable to attend
- Encourage local IMTF chairs to present a "Minute for the IMT,"(a short presentation on an issue or concern relevant to the IMT) at each local meeting
- Encourage all IMTs to become certified
- Prepare and distribute to the membership in collaboration with the state president questionnaires or surveys to gather information on important issues or concerns that may arise
- Submit an annual report of IMTF activities in your state on request of the national IMTF Chair
- Communicate with the National IMTF Chair regarding any problems or items of concern pertaining to occupational licensing, zoning or other legal matters
- Maintain a file including the statement of job description, copies of annual reports and IMTF Newpage to be passed on to the next state chair
- Submit the name of your successor to the National IMTF Chair

LIBRARIAN:

Bylaws state: ARTICLE VII, Section 2:

The Librarian serves as curator for the Association's collection of books, recordings, and other materials related to the teaching of music.

Other duties:

- Keep all tapes, videos, CDs, and DVDs for the organization.
- Check out and mail items to persons requesting use.
- Make sure items are returned to library.

LOCAL ASSOCIATIONS:

Bylaws state: ARTICLE IX, Section 8:

The Local Associations Chair assists in organizing local associations and coordinating local associations with ASMTA and MTNA.

Other Duties:

- Provides necessary networking between the national local associations chair and all local association presidents within the state
- Duplicates email correspondence from the national local association chair, including the annual report form and the quarterly MTNA Local Association Newspaper, to send to each local association president.
- Assures that the national local association chair and the state local association chair are included in the state association and local association mailing and emailing lists in order to receive newsletters and other correspondence
- Submits an annual report to the national local associations chair, as well as the names and addresses of local association presidents
- Establishes close communication with local association presidents through regular email correspondence
- Provides assistance to local presidents whenever needed
- Schedules annual visits to local association meetings
- Meets with the local association presidents during the state convention
- Answers all communications promptly
- Keeps files up to date
- Attends state and national conferences
- Encourages the affiliation of new local associations within the state
- Carries out all responsibilities of the state local association chair as designated by the individual state constitution, bylaws, and standing rules

MEMBERSHIP:

DUTIES:

1. Mail or distribute membership packets to prospective members.
2. Order brochures from MTNA, make copies of ASMTA letters, brochures, etc. to put in packets.
3. Contact members whose dues are delinquent.
4. Implement new ways to reach prospective members.
5. Call or e-mail prospective members as a follow up to the membership packets mailed.
6. Attend ASMTA board meetings and make semi-annual reports.
7. Obtain mailing list from music stores, universities etc. and mail packets to non-members.
8. Monitor reports on member retention from MTNA.
9. Report to ASMTA president on membership activities.
10. Send list of new members to ASMTA newsletter.

Submitted by Sherry Mashburn, NCTM, May 2011

Older job description:

- Work in continual cooperation and communication in all aspects of membership. Establish and maintain a “membership network” throughout the state. Each state should determine the most efficient division of duties and methods of operation among state and local membership chairs
- Keep in touch with national VP for membership and/or designated membership committee member in regard to joys and concerns
- Utilize the MTNA website regarding Membership issues. Pass along membership materials and web links to new membership chairs
- Follow up any National Membership Campaigns with additional mailings, mentoring and person contacts
- Prepare and maintain a list (database) of perspective members
 - a. Geographic
 - b. Demographics: IMT, college faculty, student
 - c. Submit list of perspective members to national headquarters upon request
- Keep statistics on recruitment and retention efforts in your state. Track your results
- Prepare and maintain membership materials
 - a. Membership brochures and inserts, MTNA web links
 - b. Sample letters of invitation and welcome
 - c. New member packets
 - d. Respond to inquiries regarding membership
- Serve as a member of the state/local association Executive Board (subject to state constitution and bylaws)
 - a. Prepare and submit an annual membership budget to executive board (items to include: postage, printing, phone and advertising costs, etc.)

- b. Encourage your state association to work with other arts organizations (like Alliance for Arts Education programs through the Kennedy Center)
- Determine an annual membership timetable
 - a. Work with program chairs to plan meetings/special events to attract new members
 - b. Plan a campaign of specific duration, offer group or individual incentives (prepare and mail brochures and letters, establish a telephone tree to invite prospective members to special events)
 - c. Work with local association membership chairs to determine potential for new or reestablished local associations or districts
- Work with local music dealers
 - a. Ask for permission to display state and national membership brochures
 - b. Ask to present a “pitch” for MTNA at publisher, showcases or workshops (with permission of dealer, presenter and publisher)
- Work with public relations chair/newsletter editor
 - a. Promote membership activities among members
 - b. Submit articles to state/local newsletters and web pages to assist in member recruitment, i.e. reminder of member benefits
 - c. Offer special recognition of new members (profiles in newsletters, special recognition at events)
 - d. Prepare advertisements for local symphony concert series
- Work with Mentoring Chair and/or other members interested in mentoring to ensure that all new members are welcomed and involved
 - a. Local and state chairs should communicate to ensure that all new members are assigned a mentor
 - b. Promote mentoring as a source of renewal points for MTNA Certification
- Plan regular membership meeting for state conference, local business meetings
 - a. Orient members in recruitment strategies and member benefits
- Mentor your successor to ensure continuity
 - a. Provide an organized and up-to-date file of all essential materials, duties, and schedules

Demographics to target:

IMTs

Student Chapters/Members

Recent college grads

New (pre-tenured) college faculty

MENTORING:

Bylaws state: ARTICLE IX, Section 10:

The Mentoring Chair provides mentors for new members in order to acquaint new members with activities and opportunities provided by the association and MTNA.

- Direct new members toward appropriate officers and board members to answer questions
- Direct new members toward ASMTA website (www.ArkansasMTA.org) to obtain Repertoire Guide and other useful information, and to MTNA website
- Work closely with Membership Chair (see duties for that position)
- Work closely with Treasurer and President to get list of new paid members

MTNA COMPETITIONS:

Bylaws state: ARTICLE IX, Section 11: The MTNA Competition Chairs are in charge of all MTNA competitions at the state level. A separate Chair is responsible for each of the following groups of competitions: The MTNA Student Composition Competitions, the MTNA Junior High Performance Competitions, the MTNA High School Competitions, and the MTNA Young Artist Competitions.

Note: MTNA sends out an updated Competitions Handbook online each August, with duties and timelines for each position clearly outlined.

MTNA COMPETITION COORDINATOR:

MTNA Junior High Competition

MTNA High School Competition:

MTNA Young Artist Competition:

MTNA Chamber Music Competition:

MTNA Composition Competition:

Duties of State Competitions Coordinator

- Read and follow the guidelines in MTNA Guidelines for State Competitions.
- Work with the State President to determine the location and dates of the competitions.
- Communicate with the State Competition Chairs. Make sure they have read the rules in the MTNA Guidelines for State Competitions.
- Answer all questions regarding the competitions in a timely manner.
- Assist in securing judges following the rules set forth in the MTNA Guidelines for State Competitions.
- Schedule rehearsal times and performance times for entrants.
- Be available at rehearsal times and performance times.
- Work with the site coordinator to select rehearsal and performance rooms for each competition category.
- Have the registration area covered the day of the competition.
- At the conclusion of the competition file reports electronically.
- Confirm with the State Treasurer the judges' fees.
- Supply the list of winners to the State Treasurer so that Winners may receive travel money.

MTNA Foundation Fund:

MTNA State Foundation Chair

Bylaws state: ARTICLE IX, Section 12:

The MTNA Foundation Chair Promotes awareness of Foundation activities and encourages contributions to the Foundation.

As state chair for the MTNA FOUNDATION, you have been selected to coordinate your state's efforts to support the FOUNDATION through individual and association contributions. You are the FOUNDATION'S advocate within your state. In this important leadership role you are expected to:

1. Inform your state members about the MTNA FOUNDATION
2. Encourage each MTNA member in your state to contribute to the FOUNDATION
3. Cultivate new donors and increase contributions from your state
4. Serve as a conduit between your state and the MTNA FOUNDATION national office

There are many suggestions in the MTNA FOUNDATION Chair handbook for fundraising.

For the past several years, one job has been to compose and mail a letter to friends of nominated "MTNA Fellow", suggesting that contributions can be made to honor their friend at the MTNA National Conference.

There needs to be an Article in each edition of our ASMTA Newsletter about some aspect of the MTNA FOUNDATION

Submitted by Ginger Crippen, May 2011

PUBLICITY:

See Arts Advocacy and Awareness.

Same person may do both jobs

STATE AUDITIONS:

Prior to the State Convention:

1. Receive region information from Festivals Chair
2. Create database of participating teachers
 - Teacher name
 - Mailing address
 - Telephone number
 - Email address
 - Region
3. Create database of the region information
 - Student name
 - Status (Winner or Alternate)
 - Title and composer of piece(s)
 - Teacher name
 - Check number representing confirmation
4. Secure judges for the state auditions based upon the number of students and time of honors recital.
5. Send judges a letter of thanks along with "Judge's Instructions" and sample judging sheet
6. Post checks against the database as they arrive.
7. Using the registration forms from the teachers, make any correction in database regarding spelling of student name, title and composer of pieces. All of this information needs to be accurate to correctly print the certificates and judging sheets
8. Contact teacher of alternates if winners have not paid by deadline
9. Eliminate from the student database all entries except the student who will be participating
10. Order trophies, medals and ribbons based upon the number of possible recipients
11. Coordinate with convention chairman for needs:
 - Rooms with good pianos for auditions based upon number of judges
 - Room for scoring (Away from interruptions and off-limits to everyone except scoring personnel)
 - Access to copier or computer with MS Word for completion of Honors Recital Program
12. Create schedule for auditions
 - Each judge will get a schedule with time and room assignment but without names.
 - Each teacher with participants gets a schedule with names, time and room assignment
 - The registration desk will need a schedule with names, time and room assignment
13. Create instruction for judge assistants, door monitors, registration assistants.
14. Create assignments list for judge assistants, door monitors, registration desk, scoring room
15. Mail to teachers:
 - Audition schedule
 - Door monitor assignments and schedules
16. Mail door monitor assignments to teachers who are not included in the above mailing
17. Create stickers for certificates:
 - Winner
 - Runner-up
 - Honorable Mention
18. From database print:

- Certificates
 - Judging sheets
 - Reports as needed for scoring room and registration desk
19. Print signs:
- Teacher registration
 - Student registration
 - ASMTA State Auditions
 - Room numbers and levels per assignment
 - Sheets for posting winners, alternates and honorable mention for Level A through Level 10
20. Print:
- Registration Desk Instructions
 - Revised Door Monitor list based upon responses from teachers
 - Judge's schedules
 - Judge's instructions
21. Print cover for program and blank for the inside of the program if computer will not be available
22. Purchase large manila envelopes and label with teacher's name. Insert certificates
23. Create Judge Folders:
- Judging Sheets
 - Judge Schedule
 - Judge Instructions
24. Create Judge Bags (large ziplock bags). Include pens, pencils, eraser, sharpener, scratch paper
- Pens
 - Pencils
 - Eraser
 - Sharpener
 - Scratch paper
25. Scoring Room needs:
- Teacher envelopes
 - Pens, pencils, highlighters, scratch paper, pencil sharpeners, colored pans, highlighters
 - Three or four copies of these reports from the database:
 - a. Students sorted by Teachers
 - b. Students sorted by Student Number
26. Print reports for Registration Desk:
- Students, alphabetical
 - Students by teacher
 - Students by number-
27. Create Student Number labels
28. Provide for registration desk:
- Printed reports
 - Student numbers
 - Pencils
 - Pens
 - White-out
 - Erasers

ASMTA State Auditions Chair Duties, cont.

At the State Conference: Before the Auditions Begins:

1. Meet each judge and give each one a Judge's folder and bag of supplies
2. Meet with Registraton Desk Volunteers to deliver the reports and supplies
3. Have a volunteer check with door monitors, judge's assistants and ensure tracking down replacements will cover all posts if necessary

After Auditions Begin: In the Scoring Room:

As each level completes auditions, the judging sheets will be brought to the scoring room.

1. Place stickers on Certificates indicating Winner, Runner-Up, and Honorable Mention
2. Create signs for each level naming the Winner, Runner-Up, and Honorable Mention and post at Registration Desk.
3. Highlight or tick off each student on master list indicating status (Winner, etc.)
4. Place Certificates into teacher envelopes
5. Prepare Honors Recital Program
6. Create a report of all winners, runners-up and Honorable Mentions to be turned in to the Newsletter Editor
7. Collect all supplies from judges and registration desk. Return all supplies to the owners
8. Clean up scoring room, remove all signs throughout the facility
9. Attend recital and present awards
10. Mail materials with ribbons, medals and trophies to any teacher not in attendance

Other responsibilities:

Keep copies of ASMTA Syllabus on hand to be mailed when asked.

Upon receipt of a check in the amount of \$15.00, mail the syllabus and send the money to the Treasurer.

C

omplied by Carol Houston

ASMTA STATE CONFERENCE SITE COORDINATOR

- Communicate frequently with current Vice President about specific needs for conference.
- Reserve necessary rooms and performance venues as soon as possible. Be sure to reserve time in the performance venue for the Guest Artist to have a dress rehearsal, and have another place for him/her to practice as well. Reserve rooms for student auditions, plus a large room with a large table(s) for the Records Room.
- Be sure to have all necessary keys for rooms, pianos, etc.
- Plan location, menu and/or catering for Friday Board Meeting and Luncheon. Plan for 20-30 people (check numbers with Treasurer once registration forms are returned).
- Plan location, menu and/or catering for Friday night Banquet. Plan for 40-50 people (check numbers with Treasurer once registration forms are returned).
- If pertinent, plan location, menu and/or catering for Saturday Morning IMT Breakfast.
- Let Vice President know prices of meals, to be included in ASMTA Spring Newsletter Registration Form.
- Ask Vice President and specific presenters for lists of their technical needs, and obtain necessary items (e.g. CD player, speakers, microphone, Power Point laptop and projector, digital piano, acoustic piano(s), stands, chairs, tables, etc.).
- Have a technical assistant and/or stage manager available during presentations, if needed.
- Be available the Thursday before the Conference to assist presenters with set-up and to assist Guest Artist with dress rehearsal needs.
- Make sure all areas used are neat and clean looking. Arrange to have them washed/vacuumed if necessary.
- Arrange for light entertainment for Conference Banquet on Friday Night. Verify entertainers' name(s) with Vice President, and verify fees with Treasurer.
- Check with Vice President about who will type and print the Guest Artist Recital Programs.
- Arrange for ushers, lighting technician, and stage manager for Guest Artist Recital.
- Plan reception to follow the Guest Artist Recital on Friday night, either at the location of the recital or at someone's home nearby.
- Arrange for someone to type the Student Honors Recital programs on Saturday at about noon.

Compiled by Lauren Schack Clark

TEACHER OF THE YEAR AWARD:

Bylaws state: Article IX, Section 17:

The Teacher of the Year Chair solicits nominations for the College Teacher of the Year and Independent Teacher of the Year awards. This Chair then meets with a committee to select award recipients from these nominations and secures the plaques that are presented at the annual membership meeting or banquet to the award recipients.

Other duties:

- Send notices to the state newsletter editor before the deadline for the newsletter prior to the convention requesting nominations for "Teacher of the Year" Award to be accompanied by supporting information and include a deadline for submitting nominations.
- Receive nominations and select a recipient for the award.
- Order the Arkansas-shaped engraved plaque for the recipient.
- Present the bill to the ASMTA Treasurer.
- Gather personal information about the selected recipient and write a presentation speech for the ASMTA banquet.
- Present the award and plaque at the convention banquet.

Submitted by Ouida Keck, May 2011

WEBMASTER:

- Maintain a website that presents a positive and complete image of the organization.
- Provide information and resources that are both relevant and up-to-date.
- Collect relevant information from each board member to be posted online by the webmaster and refreshed on an ongoing basis.
- Explore other web tools and resources that might be useful to enhance the organization and better serve the membership.

Submitted by Dustin Summey, May 2011