

ASTA with NSOA State Officers' Handbook: Officers' Duties and Timelines for the State of Tennessee

The Kansas ASTA with NSOA State Officers' Handbook, compiled by David Littrell (ASTA with NSOA President, 2002-2004) serves as the template for this Handbook. You will add and delete to this template as is appropriate to the officers and activities of your state.

MEA = Music Educators Association state meeting -- or whatever your appropriate ASTA state event is.

Duties of the State President

1. Attends at least one State Board meeting per year, creates the agenda and conducts the meeting. This meeting is held at the time of the TMEA Conference in Nashville.
2. Appoints or re-appoints the appointed positions on the State Board within the first 30 days of office. The current appointed positions are:
 - a. Membership records and statistics
 - b. Annual Solo Competition Chair
 - c. Historian
 - d. State contest literature lists
 - e. Members-at-large
 - f. State Newsletter Editor
3. Financial responsibilities:
 - a. The President's and Treasurer's names are signed on the signature card for the organization's checkbook.
 - b. Authorizes in consultation with the Treasurer and the Board (when needed) the spending of ASTA with NSOA funds and deposits into the checking account. Sees that all outstanding bills are paid.
 - c. Receives a financial report from the Treasurer at least twice a year, in January and in August when the semi-annual Treasurer's report is filed with the national office.
 - d. The bank statements go directly to the Treasurer. A photocopy of these must be sent to the President for his/her review along with the financial report.
4. The President is ultimately in charge of and responsible to see that all the following are planned and carried out:
 - a. The State Solo Competition
 - b. ASTA-sponsored events, such as the Summer Conference held at MTSU in conjunction with Governor's School, mini-conferences and other events that may be planned.
 - c. An election committee is formed and elections are held every two years and whenever otherwise deemed necessary as directed by the constitution and by-laws.
 - d. State literature lists are updated periodically
 - e. An annual report written and submitted to the National Office every June 1. A copy of this report is sent to the state Historian.
5. Organizes and plans the annual ASTA with NSOA convention in conjunction with TMEA.
 - a. Solicits nominations for and arranges for the annual state awards to be given to outstanding people who are among our membership or support our profession: the Certificate of Merit, the Distinguished Service Award and the Hall of Fame Award. Normally only one Hall of Fame Award is given per year. The President

- places an announcement in every Newsletter asking for nominations from the membership as whole. The Board also makes nominations.
- b. Arranges for guest clinicians.
 - c. Plans, in consultation with the Board, workshops to be presented at the convention and student or faculty to perform at sessions.
 - d. Arranges for rooms to be reserved for the sessions by contacting the President of TMEA.
 - e. Submits a schedule for our part of the convention to the President of TMEA (usually in November). Sends this via the Newsletter to our membership.
 - f. Schedules the ASTA with NSOA luncheon for the convention.
 - g. Pays or arranges to pay for all bills incurred for our sessions and the luncheon.
6. Participates in a fall and spring phone interview with a member of the national board about our state's activities and concerns. A written questionnaire is filled out prior to this phone call.
 7. Participates in a nationally arranged phone call interview with Presidents from two other states for sharing ideas.
 8. Attends the National Convention or sends the President-elect in his/her place. The Tennessee chapter is expected to pay for airline tickets, lodging, and at least some meals.
 9. By June 1 of each year is asked to submit an annual report to the National Office of our state's happenings and activities for the previous year. When a President finishes his/her term on May 15, he or she is still expected to write the report for that year ending on June 1. A copy of this report is sent to the state Historian.
 10. Deals with any problems that go beyond the chair's responsibilities of an event sponsored by ASTA with NSOA that affects the organization as a whole.
 11. Writes the President's Message for every Newsletter. Discusses with the Newsletter Editor any items that need to be considered in the Newsletter. This can also be discussed at Board meetings.
 12. Maintains ASTA with NSOA files for the organization and submits these to his/her successor upon release from the office. Such files may include:
 - a. Information about the Summer Conference held at MTSU from the previous year and other vital information that needs to be used by the chairperson of that event for the following year.
 - b. Current information on ASTA with NSOA awards with a list of previous recipients and year.
 - c. At least one copy of the Newsletter from the last two years. The Historian should keep files from previous years.
 - d. Any other papers that are important to the smooth transition of administrations.

Timeline for Duties of the State President

- | | |
|--------|--|
| May 15 | Begins term of office in even numbered years
Receives files from outgoing President. See #12 above. |
|--------|--|

- June 1 Annual Report due in National office, written after first and second years are completed. The incoming President does not write the report that is due 15 days after he or she assumes office. A copy of this report is sent to the State Historian.
Makes appointments to those posts listed above in #2.
- June Attends Summer Conference at MTSU or sends President-elect.
- June - Aug Requests Annual Report from the Historian.
Writes President's Letter for the Newsletter
Sees that the Newsletter is published and mailed by mid-August
- September Plans the ASTA workshops for the TMEA convention; secures clinicians.
Reserves rooms for TMEA
Fills out telephone campaign questionnaire and returns to National Office by October 1. Receives call from a national board member in October.
- October Schedules the TMEA ASTA luncheon
Completes State Report by October 1. Participates in the fall phone campaign with national board members.
- November Submits a schedule for ASTA part of the TMEA convention to the President of TMEA.
- January Writes President's Letter for the Newsletter.
Solicits nominations, perhaps in conjunction with Board members, for Annual Awards.
Sees that the Newsletter is published and mailed by February 1.
- Feb./March Attends National Convention (expenses paid).
Together with MTSU, plans for Summer Conference to be held in June
- March/April Attends TMEA Conference in Nashville.
Plans, convenes and presides over Board meeting for TMEA.
Attends ASTA Luncheon
- April Completes State Report by April 1. Participates in the spring phone campaign with national board members.

ASTA with NSOA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State President-Elect

1. Attends the State Board Meeting in conjunction with TMEA.
2. Attends the National Convention if the President is unable to attend. The Tennessee chapter is expected to pay for airline tickets, lodging, and at least some meals.
3. Observes the duties of the President and becomes familiar with the National and TASTA by-laws. Becomes familiar with the duties of all Board members, both elected and appointed.
4. Immediately becomes President of TASTA if the elected President is unable to fulfill his/her duties.
5. Actively recruits new ASTA members and helps to retain current members via telephone, e-mail and personal contacts.
6. Willingly takes on reasonable responsibilities delegated to him/her by the President, but does not assume the duties of the President as described in "Duties of the Tennessee ASTA with NSOA State President."

Timeline for Duties of the State President-elect

- | | |
|--------------|--|
| May 15 | Begins term of office in even numbered years |
| June | Attends TASTA Summer Conference at MTSU |
| Feb. - March | Attends National Convention if state President is unable to attend.
(expenses paid) |
| March - Apr | Attends all TASTA sponsored events at TMEA convention in Nashville.
Attends Board meeting at TMEA
Attends TASTA luncheon at TMEA |

ASTA with NSOA State Officer's Handbook: Officers' Duties and Timelines

Duties of the State Past President

1. Attends the yearly board meeting at TMEA in Nashville.
Attends the Summer Conference held at MTSU
2. Serves in an overall advisory capacity to all officers as needed.
3. Serves on committees as requested.
4. Communicates regularly with Board members.
5. Alerts President if expenses seem out of line or are not consistent with the budget.
6. Serves as Chair of the Nominating Committee for new state officers.
7. When a President finishes his/her term on May 15, he or she is still expected to write the report for the past year ending on June 1.

Timeline for Duties of the State Past President

May 15	Begins term of office in even numbered years.
June	Attends Summer Conference held at MTSU
Mar/ Apr	Attends all TASTA sponsored events at TMEA convention in Nashville Attends Board meeting at TMEA Attends TMEA Luncheon at TMEA

ASTA with NSOA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State Secretary

1. Attends the yearly State Board Meeting at TMEA in Nashville.
2. Takes minutes for all Board Meetings
3. Attends the Summer Conference held at MTSU
4. Writes up Minutes of the Annual Board Meeting, and submits them to be published in the August edition of the Newsletter. Submits a copy to the State Historian.
5. Attends the National Convention if the President and President-elect are unable to attend. The Tennessee chapter is expected to pay for airline tickets, lodging, and at least some meals.
6. Willingly takes on reasonable responsibilities delegated to him/her by the President, but does not assume the duties of the President as described in "Duties of the Tennessee ASTA with NSOA State President".

Timeline for Duties of the State Secretary

May 15	Begins term of office in even numbered years.
June	Attends the Summer Conference held at MTSU
August	Writes up minutes from the State Board Meeting held at TMEA in Nashville, and submits them to the State Newsletter Editor for publication. Submits a copy to the State Historian.
Feb/Mar	Attends the National Convention if state President and President-elect are unable to attend. (expenses paid).
Mar/Apr	Attends TASTA sponsored events at TMEA Convention in Nashville Attends board meeting at TMEA, takes minutes.

ASTA with NSOA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State Treasurer

1. Attends the State Board Meeting held at TMEA in Nashville.
2. The Tennessee Chapter of ASTA with NSOA receives operating funds from National rebates and revenue-producing events sponsored by the organization. The Chapter will maintain a checking account, and the President and Treasurer will be listed on the signature cards. The President shall first approve all expenditures necessary to the administration of the activities of the organization. The President may consult the Board in deciding what expenditures should be funded.
3. Will maintain and balance the monthly bank statements and send a photocopy to the President twice a year. The Treasurer will prepare periodic financial reports for Board meetings and an annual report to submit to all the members at the time of the business meeting. This report shall be made available to the National Executive Board every October 1. An Annual Budget Report - in condensed format - will be published in the summer Newsletter each year.
4. Submits twice yearly Treasurer's Reports to the National Office. Sends copies of this, and copies of the last 6 months bank statements to the State President, and to the State Historian.
5. Writes Checks for all state expenses.
6. Oversees the budget and maintains excellent records of all credits and debits.
7. In consultation with the President, requests an audit by an outside accounting firm, if so directed by a majority vote of the Board.
8. Willingly takes on reasonable responsibilities delegated to him/her by the President, but does not assume the duties of the President as described in "Duties of the Tennessee ASTA with NSOA State President".

Timeline for Duties of the State Treasurer

May 15	Begins term of office in even numbered years.
Monthly	Writes checks as directed for TASTA expenses
June	Attends Summer Conference at MTSU.
July	Send Annual Budget to Editor of State Newsletter for publication in the summer TASTA newsletter.
August 1	Bi-annual Treasurer's Report due to national office for the 6 months ended June 30. Send copy of report, along with copies of last 6 month bank statements to the President. Send copy of report to State Historian.
February 1	Bi-annual Treasurer's Report due to national office for the 6 months ended December 31. Send copy of report, along with copies of last 6 months bank statements to the President. Send copy of report to State Historian.
Mar/Apr	Attends all TASTA sponsored events at TMEA Convention in Nashville Attends Board Meeting at TMEA, presents Treasurer's Report

ASTA with NSOA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State Newsletter Editor

1. Attends the yearly State Board meeting at the TMEA Conference in Nashville
2. Publishes two Newsletters per year, usually in early August and late January.
3. Solicits members for articles or announcements to be included in the Newsletter.
4. Sets advertising rates and solicits for advertisements included in the Newsletter. Oversees payment of bills for advertisements to state Treasurer. The Treasurer will inform the editor of the financial credit or debit of each advertiser.
5. Requests mail labels for the Newsletter from the Membership Chair, who maintains a database of all TASTA members.
6. Requests mail labels from the National Office for all national board members and State Presidents and State Newsletter Editors. Newsletters should be mailed to these people as well as the Kansas membership.
7. Photocopies (collated and stapled) enough Newsletters for those listed above in #5 and #6. Staples folded Newsletters and affixes mail labels to Newsletters that are folded in half. Student help is certainly beneficial for these tasks.
8. Reads a book that concerns design and layout for the layman so that the Newsletter is visually appealing as well as being informative. An excellent book for this purpose is "The Non-Designer's Design Book" by Robin Williams (Berkeley CA: The Peachpit Press, 1994).

Timeline for Duties of the State Newsletter Editor

May 15	Upon appointment by the President, begins term of office in even numbered years.
June	Attends Summer Conference at MTSU
July 1 & January 1	Requests mail labels from the National Office for all national board members and State Presidents and State Newsletter Editors. Requests mail labels from the Tennessee Membership Chair.
Mar/Apr	Attends all ASTA sponsored events at TMEA Attends TASTA Board meeting at TMEA.

ASTA with NSOA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State Historian

1. Attends ASTA board meetings and events and gathers information appropriate for the scrapbook.
2. Contacts chair-persons of ASTA events not attended in order to get copies of programs, etc.
3. Gathers and organizes scrapbook material. This material can include newsletters, board meeting minutes, financial reports, annual reports, convention activities, and programs from ASTA events.
4. Keeps an up-to-date list of award winners and past presidents.
5. Establishes and maintains all important information on a state TASTA Website, which should include a website listing of all TASTA members, important news, and a possibility for question/answer site, so newer members can receive advice from more experienced teachers.

Timeline for Duties of the State Historian

May 15	Begins term of office in even numbered years. Obtains scrapbook from previous historian
Monthly	Updates and maintains state TASTA Website
June-August	Organizes all material collected from previous year. Attends Summer Conference at MTSU Collects material from summer conference
September	Collects Fall Newsletter
February	Collects Winter Newsletter
Mar/Apr	Collects TASTA/TMEA information

ASTA with NSOA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State Board Members-at-Large

1. Attends the State Board Meeting at TMEA
2. Attends all ASTA-sponsored events at TMEA convention
3. Willingly volunteers to work on committees as assigned by the President
4. Volunteers to write one article a year for the Newsletter, if requested by the President or editor of the Newsletter.

Timeline for Duties of the State Board Members-at-Large

May 15	Upon appointment by the President, begins term of office in even numbered years.
June	Attends Summer Conference at MTSU
Mar/Apr	Attends all ASTA sponsored events at TMEA convention Attends TASTA Board meeting at TMEA Attends general membership meeting at TMEA convention.

ASTA with NSOA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State Solo Competition Chairman

General Information:

TASTA sponsors a state Solo Competition every year. Guidelines are printed in the summer newsletter. Audition tapes are submitted and winners announced in December. The TASTA competition becomes the first step of the ASTA National Solo Competition that is held in alternate years. Guidelines come out in the February issue of the national journal in odd-numbered years.

Competitors submit tapes to the state chairman in December. The chairman sends on state winners and any other worthy tapes to the national competition, which is held the following spring of even-numbered years. For example, the 2001 TASTA Solo Competition, with tapes due in December 2001, will be the preliminary step of the 2002 ASTA National Solo Competition.

TASTA awards one \$300 prize at the Junior Division and one \$400 prize at the Senior Division. The national competition awards a prize for each instrument in the Junior Division and one for each instrument in the Senior Division.

1. In years of state competition only, establish - with input from expert colleagues - repertoire for Junior and Senior Divisions in each instrument.
2. Publish rules for state and national competitions in August state newsletter. Include: deadlines, required repertoire, guidelines for additional repertoire, audition tape length guidelines, age categories, information about entry fees and prizes, requirements for winners' performance at TMEA, application form and contact information for anyone having questions.
3. Assemble a volunteer adjudication committee to hear entry tapes, preferably with one expert in each instrument. Hearing the tapes can be done as a group or individually, as long as it is completed in time to notify the winners. It is suggested that standardized adjudication forms (see sample) be used by all judges, and that the chairman tally the scores to determine the winner.
4. Notify all competitors in writing of the contest winners by the notification deadline.
5. In years of national competition, send tapes of winners and any other "honorable mention" players on to national level of competition.
6. Make framed certificates for the winners. TASTA will reimburse for materials. Notify TASTA Treasurer of winners so he or she can write checks for prizewinners. Make final arrangements with winners and with TASTA State President for

- performances at TMEA Convention.
7. Introduce winners at their performances. Present them with their prize checks and framed certificate after the performance.
 8. Keep records of each year's winners and of the required repertoire used each year.

p. 12 of 12

ASTA with NSOA State Officers' Handbook: Officers' Duties and Timelines

Timeline for the State Solo Competition Chairman

- July Develop required repertoire list.
Send information concerning deadlines, required repertoire, guidelines for additional repertoire, audition tape length guidelines, age categories, information about entry fees and prizes, requirements for winners' performance at TMEA, application form and contact information for anyone having questions to the state Newsletter Editor in time for summer newsletter.
- December 1. Assemble adjudication committee.
2. Acknowledge receipt of any tapes that have been submitted.
3. Arrange for committee to listen to tapes after closing of submission deadline.
4. Notify all competitors of the list of winners.
5. Submit winners and other worthy tapes to national competition.
- Mar/Apr 1. Finalize arrangements for winner performances at TMEA
2. Have framed certificates and prize checks ready to present to winners.

Items to Give to the Next State Solo Chair

1. Sample winner certificates
2. Sample competition guidelines and application form
3. Sample student/teacher invitation letter
4. Sample flier
5. Sample adjudication sheet
6. Current history