

# ASTA - Alabama Chapter State Officers' Handbook: Officers' Duties and Timelines

## Duties of the State President

1. Attends at least two State Board meetings per year, creates the agenda and conducts the meetings. These meetings are held at the Alabama Honor Strings Festival and at the AMEA conference.
2. Plans the agenda for the state chapter business meetings at the Alabama Honor Strings Festival and at the AMEA conference and conducts the meetings.
3. Appoints or re-appoints the appointed positions on the State Board within the first 30 days of office. The current appointed positions are:
  - a. Newsletter Editor
  - b. Annual Solo Competition
  - c. Historian
  - d. Advisor
4. Financial responsibilities:
  - a. 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. Makes deposits as necessary.
  - b. Receives a financial report from the Treasurer at least twice a year at Board meetings.
5. The President is ultimately in charge of and responsible to see that all the following are planned and carried out:
  - a. Alabama Honor Strings Festival.
  - b. The state Solo & Ensemble Contest.
  - c. Fiddle Fair.
  - d. Other ASTA-sponsored events that may be planned.
  - e. 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.
  - f. An annual report written and submitted to the National Office every June 1. All other reports requested from the National Office are completed and returned in a timely manner.
6. Organizes and plans the annual Alabama ASTA with NSOA Fiddle Fair.
  - 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: Outstanding Alabama State ASTA w/NSOA Member, Student Of The Year, Teacher Of The Year, Outstanding School Administrator, Outstanding Orchestra Director, Most Innovative New Program For Strings. The President contacts the membership as a whole annually to solicit nominations for these awards.
  - b. Arranges for guest clinicians.
  - c. Plans, in consultation with the guest clinicians and the board, workshops to be presented at the event and students or faculty to perform at sessions.
  - d. Arranges for facilities to be reserved for the event.

- e. Makes all arrangements for meals for the event.
- f. Pays or arranges to pay for all bills incurred for the event.
- 7. 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.
- 8. Attends the National Convention. The state chapter is assists with expenses for this event.
- 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.
- 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. Alabama Honor Strings Festival records from the previous year and other vital information that needs to be used for the following year.
  - b. Current information on ASTA with NSOA awards with a list of previous recipients and years.
  - c. At least one copy of the Newsletter from the last two years.
  - d. Any other papers that are important to the smooth transition of administrations.

#### Timeline for Duties of the State President

June 1	Begins term of office in even numbered years Receives files from outgoing President. Annual Report due in National office, written after first and second years are completed. Makes committee/officer appointments.
June-Aug	Possible summer Board Meeting. Planning and preparation for Alabama Honor Strings Festival and State Solo & Ensemble Contest in November.
July	Writes President's Letter for the Newsletter. Sees that the Newsletter is published and mailed by mid-August.
August	Sees that the Newsletter is published and mailed by mid-August. Schedules the AMEA ASTA luncheon and meetings.
September	Fills out telephone campaign questionnaire and returns to National Office by October 1. Receives call from a National Board member in October.
October	Participates in the fall phone campaign with National Board members.

January      Writes President's Letter for the Newsletter.  
                 Solicits nominations for Annual Awards.  
                 Sees that the Newsletter is published and mailed by February 1.  
                 Plans the Fiddle Fair; secures clinicians, reserves rooms.

February     Sees that the Newsletter is published and mailed by February 1.

March        Attends National Convention.



## Duties of the State President-elect

1. Attends at least two State Board meetings per year. These meetings are held at the Alabama Honor Strings Festival and at the AMEA conference.
2. Attends the National Convention immediately prior to becoming state president. The state chapter assists as possible with expenses for this.
3. Observes the duties of the President and becomes familiar with the National and ASTA Alabama Chapter by-laws. Becomes familiar with the duties of all Board members, both elected and appointed.
4. Immediately becomes President of ASTA Alabama Chapter 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, email and personal contacts.
6. Willingly takes on reasonable responsibilities delegated to him/her by the President.

## Timeline for Duties of the State President-elect

June 1	Begins term of office in even numbered years.
Summer	Attends Fiddle Fair
November	Attends Alabama Honor Strings Festival and State Solo & Ensemble Contest.
January	Attends ASTA Alabama luncheon and meetings at AMEA.
March	Attends National Convention in year immediately prior to becoming state president.



## Duties of the Immediate Past President

1. Attends at least two State Board meetings per year. These meetings are held at the Alabama Honor Strings Festival and at the AMEA conference.
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. Serves as Chair of the Nominating Committee for new state officers.
6. When a President finishes his/her term on May 31, 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

June 1	Begins term of office in even numbered years. Gives files to incoming President. Annual Report due in National office, written after the second year as President is completed.
Summer	Attends Fiddle Fair
November	Attends Alabama Honor Strings Festival and State Solo & Ensemble Contest.
January	Attends ASTA Alabama luncheon and meetings at AMEA.



## Duties of the State Secretary

1. Attends at least two State Board meetings per year. These meetings are held at the Alabama Honor Strings Festival and at the AMEA conference.
2. Takes minutes for all meetings.
3. Willingly takes on reasonable responsibilities delegated to him/her by the President.

## Timeline for Duties of the State Secretary

June 1	Begins term of office in even numbered years.
Summer	Attends Fiddle Fair
November	Attends Alabama Honor Strings Festival and State Solo & Ensemble Contest.
January	Attends ASTA Alabama luncheon and meetings at AMEA.



## Duties of the State Treasurer

1. Attends at least two State Board meetings per year. These meetings are held at the Alabama Honor Strings Festival and at the AMEA conference.
2. The Alabama 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 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. The Treasurer will prepare periodic financial reports for Board meetings and reports to submit to all the members at the general business meetings. These reports shall be made available to the National Executive Board every October 1.
4. Writes checks for all state expenses.
5. Oversees the budget and maintain excellent records of all credits and debits.
6. In consultation with the President, requests an audit by an outside accounting firm, if so directed by a majority vote of the Board.
7. Willingly takes on reasonable responsibilities delegated to him/her by the President.

## Timeline for Duties of the State Treasurer

June 1	Begins term of office in even numbered years.
Monthly	Writes checks as directed for ASTA Alabama expenses.
Summer	Attends Fiddle Fair
November	Attends Alabama Honor Strings Festival and State Solo & Ensemble Contest.
January	Attends ASTA Alabama luncheon and meetings at AMEA.



## Duties of the State Newsletter Editor

1. Attends at least two State Board meetings per year. These meetings are held at the Alabama Honor Strings Festival and at the AMEA conference.
2. Publishes two Newsletters per year, usually in early August and late January.
3. Solicits members for articles or announcements to be included in Newsletter.
4. Sets advertising rates and solicits for advertisements included in 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 President, who maintains a database of all ASTA Alabama 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 Alabama membership.
7. Requests application forms and information notices for state activities such as the Alabama Honor Strings Festival, the State Solo & Ensemble Contest, and the Fiddle Fair.
8. 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.

## Timeline for Duties of the State Newsletter Editor

June 1	Upon appointment by the President, begins term of office in even numbered years.
Summer	Attends Fiddle Fair
July 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 President.
November	Attends Alabama Honor Strings Festival and State Solo & Ensemble Contest.
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 President.
January	Attends ASTA Alabama luncheon and meetings at AMEA.



## Duties of the State Historian

1. Attends ASTA Alabama 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.

## Timeline for Duties of the State Historian

June 1	Begins term of office in even numbered years. Gets scrapbook from previous historian.
June-August	Organizes all material collected from previous year.
Summer	Attends Fiddle Fair
November	Attends Alabama Honor Strings Festival and State Solo & Ensemble Contest.
January	Attends ASTA Alabama luncheon and meetings at AMEA.



## Duties of the State Board Members-at-Large

1. Attends at least two State Board meetings per year. These meetings are held at the Alabama Honor Strings Festival and at the AMEA conference.
2. Attends all ASTA-sponsored events whenever possible.
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

June 1	Upon appointment by the President, begins term of office in even numbered years.
Summer	Attends Fiddle Fair
November	Attends Alabama Honor Strings Festival and State Solo & Ensemble Contest.
January	Attends ASTA Alabama luncheon and meetings at AMEA.





## Duties of the State Solo & Ensemble Contest Chairman

### General Information:

ASTA Alabama sponsors a state Solo & Ensemble Contest every year. Guidelines are printed in the summer newsletter. The event is held in conjunction with the Alabama Honor Strings Festival each November. The ASTA Alabama 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.

Winners of the competition 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.

At the present time the winners of the State Solo & Ensemble Contest perform on the final concert of the Alabama Honor Strings Festival. The national competition awards a prize for each instrument in the Junior Division and one for each instrument in the Senior Division.

1. Publish rules for state and national competitions in 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 Alabama Honor Strings Festival, application form and contact information for anyone having questions.
2. Secure judges as necessary for the competition. It is suggested that standardized adjudication forms be used by all judges, and that the chairman tally the scores to determine the winners.
3. Notify *all* competitors of the contest winners.
4. In years of national competition, send tapes of winners and any other "honorable mention" players on to national level of competition.
5. Contact all participants regarding purchase of medals for performance at contest.
6. Introduce winners at their performances.
7. Keep records of each year's winners.

## Timeline for the State Solo Competition Chairman

- June 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 Alabama Honor Strings Festival, application form and contact information for anyone having questions to the state Newsletter Editor in time for summer newsletter.
- October 1) Secure judges.
- November 1) Notify all competitors of the list of winners.  
2) Submit winners and other worthy tapes to national competition  
3) Finalize arrangements for winners performances at Alabama Honor Strings Festival.
- December 1) Order medals for any participants wishing to purchase them.

### Items to Give to the Next State Solo Chair

- 1) Information regarding medals.
- 2) Sample competition guidelines and application form
- 3) Sample student/teacher invitation letter
- 4) Sample flier
- 5) Sample adjudication sheet
- 6) Current history



## The Alabama Honor Strings Festival - Information for all members

1. Registration Form is included in the Summer Newsletter distributed in August.
2. Two conductor-clinicians need to be secured—one for the Junior Orchestra, one for the Senior Orchestra. They receive payment for their services (\$500) and ASTA Alabama pays for their accommodations. Clinicians need to be secured by June.
3. The Treasurer runs registration. This includes receiving the registration forms and fees.
  - All board members help supervise the event.
  - Everyone prepares the folders after the conductors arrive with music on the first day of the festival.
4. Sectional Instructors are needed for the second day for both orchestras - first violins, second violins, violas, cellos, and basses for each group.
5. No student may attend the event without an adult chaperone.
6. The clinicians need to choose a maximum of 45 minutes worth of music for each group. Clinicians are expected to provide their repertoire, including ample copies of each part. The schedule of rehearsals should be included in the newsletter information.
7. The Treasurer will need to be in attendance to write the checks on the final day to the event personnel.

