

AR-ASTA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State President

1. Attends one State Board meeting and one general meeting per year. Creates the agenda and conducts the meeting. These meetings are held in the fall during the ArkMEA/ASTA with NSOA Professional Development Conference and in the spring during the All-State Convention.
2. Serves on the ArkMEA board and attends board meetings through out the year. Reports progress on festival orchestra preparation and string workshops. Makes sure the board selects a conference location with adequate facilities for Festival Orchestras (large rooms, enough music stands, chairs, some student helpers).
3. Appoints unfilled positions on the State Board within the first 30 days of office. The current appointed positions are:
 - a. Festival Orchestra Chair (will need to be replaced)
 - b. Solo Competition Chair
 - c. Newsletter Editor
 - d. Secretary (not filled currently)
 - e. Historian (not filled currently)
 - f. Membership Chair (not filled currently)
 - g. Alternative Styles Chair (not filled currently)
 - h. Members-at-large (not filled currently)
4. Financial responsibilities:
 - a. The President 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 (if needed) the spending of AR-ASTA funds. Makes sure the budget is balanced.
 - c. Receives a financial report from the Treasurer at the November board meeting and the February membership meeting. May request account balance at anytime.
 - d. Currently the bank statements go directly to the Treasurer. A photocopy of these may be sent to the President for his/her review upon request.
5. 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. The ASTA/ArkMEA Festival Orchestras in November.
 - c. Other ASTA-sponsored events such as masterclasses, conference workshops, and other events that may be planned.
 - d. Screening for National High School Honors Orchestra and Alternative Styles Awards.
 - 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. A semi-annual report written and submitted to the National Office every spring and fall. A copy of this report is sent to the state Historian.
6. Organizes and plans the annual ArkMEA/ASTA with NSOA Fall Professional Development Conference:
 - a. Secures clinicians to cover three workshops in the first year of office. Makes travel and lodging arrangements for clinicians.

- b. Decides schedule for workshops and board meeting. Makes sure session times will work with the Festival Orchestra schedule since board members and volunteers may have to help with orchestra set-ups and chaperoning students.
 - c. Arranges for rooms to be reserved for the sessions by contacting the ArkMEA President and Site Coordinator.
 - d. Arranges necessary equipments for clinicians: TV, stereo, computer, etc. Submits In-Service Site Coordinator's Form.
 - e. Submits in August, a schedule for ASTA part of the convention to the President of the ArkMEA Board, Segue Magazine Editor, arkmea.org Website Designer. Sends this information by email and/or Newsletter to ASTA members and other string teachers and players in AR on contact list.
 - f. Confirms with ArkMEA President that the workshops are approved for in-service credits.
 - g. Arranges for clinicians and ASTA board members to have lunch at the ArkMEA board luncheon. Clinicians and conductors' lunches are covered by ArkMEA. AR-ASTA will buy lunch for State President, State Treasurer, Orchestra Chair and those who have made a significant contribution to the event. All others will pay for their own lunch.
 - h. Provides posters for the string workshops.
 - i. Sends email reminders about the conference right before the event.
 - j. Arranges to pay for all bills incurred for ASTA sessions.
 - k. Submits Clinician Expense Voucher (maximum of \$300) to ARKMEA Treasurer for reimbursement.
- 7.** Secures orchestra conductor(s) for the ASTA/ArkMEA Festival Orchestra(s) in the first year of office. Makes travel and lodging arrangements for conductor(s). Assumes the responsibilities of the Festival Orchestra Chair if that position is not filled. Writes a letter to invite teachers to bring students to the festival.
- 8.** Organizes 2-3 workshops at the All-State Conference in February:
- a. Invites guest clinicians. Arranges travel and lodging for clinicians.
 - b. Decides workshop times and general meeting time.
 - c. Sends workshop information by email and/or Newsletter to ASTA members and all string teachers and players in AR on contact list.
 - d. Arranges for rooms to be reserved for the sessions by contacting ASBOA. It is usually the Mountain Tower and Pageant at the Austin.
 - e. Orders water and coffee from Austin (501-623-6600).
 - f. Arranges necessary equipments for the clinicians: TV, stereo, computer, DVD player, etc. Order Internet access if necessary.
 - g. Arranges for clinician(s) and ASTA members to have lunch at the Austin. Everyone will pay for his/her own lunch.
 - h. Provides posters for the string workshops.
 - i. Sends email reminders about the workshops right before the conference.
 - j. Arranges to pay for all bills incurred for ASTA sessions.
- 9.** 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.
- 10.** Attends the National Convention or sends the President-elect in his/her place. If money is available, the Arkansas chapter is expected to pay (partially or in-full) for registration, airline ticket, hotel, parking, shuttle services, and some meals.

- 11.** Submits a semi-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 spring report for that year.
- 12.** Obtains from the national office an insurance certificate 2-3 weeks before every event.
- 13.** Deals with any problems that go beyond the chair's responsibilities of an event sponsored by AR-ASTA that affects the organization as a whole.
- 14.** 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.
- 15.** Maintains AR-ASTA files for the organization and submits these to his/her successor upon release from the office. There are some ASTA books that must remain within the organization.
- 16.** Acts as the National High School Honors Orchestra Coordinator. Communicates audition requirements to membership and judges NHHO application recordings from the state. The next NHHO will take place in 2008. Applications for the National High School Honors Orchestra will be available on the ASTA website in the spring of 2007.
- 17.** Assumes the responsibilities of the Alternative Styles Chair if that position is not filled.
- 18.** Finds someone to prepare a state basket for the auction at the National Conference.
- 19.** Informs membership by email of any news from the national office, such as National Conference, Promotional Membership, etc.
- 20.** Requests mailing labels from the national office for newsletters.
- 21.** Writes and updates the State Handbook.
- 22.** Takes up the responsibilities of unfilled board positions.
- 23.** Files for incorporation of the state chapter by the end of 2006. Finds an attorney who will assist pro bono. Acts as registered agent for the corporation if necessary. Makes sure annual report is filed with the Chamber of Commerce every year.

Timeline for the State President

May 15	Begins term of office in even numbered years. Receives files from outgoing President.
April/May	State Report due in National office. Phone campaign. The incoming President does not write the report that is due that spring.
May-Aug	Attends ArkMEA Board meeting. Plans Festival Orchestra and workshops for Fall Professional Conference. Invites clinicians and conductors. Works on travel arrangements, festival orchestra schedule, workshop schedule, room set-up. Makes sure festival music is selected and purchased/borrowed.
July 31	Submits President's Letter for the Newsletter. Have all information regarding Festival Orchestras and November workshops ready. Submit information to ArkMEA President, Segue, ArkMEA.org, AR-ASTA Newsletter Editor. Reserve rooms for Festival Orchestra and ASTA workshops.
August	Sees that the Newsletter is published and mailed by mid-August. Makes sure festival information is sent out to teachers: letter to teacher/parent, application form, map, direction, program and music. Obtains insurance certificate for November.
September	Secures clinician(s) for February Conference. Makes travel arrangements.
October	Report due in National Office. Participates in the fall phone campaign with National Board members. Continues to work on everything related to Festival Orchestra and Fall Conference, music, stands, chairs, programs, registration, lunch, equipments for workshops... Sends email reminder about the conference.
November	Attends ArkMEA/ASTA conference and ASTA board meeting. Make sure all expenses are paid.
December	Makes sure everything is set for Feb. Sends schedule/program to ASBOA. Submits President's Letter for the Newsletter. Prepares state basket for National.
January	Sees that the Newsletter is published and mailed by mid-January. Sends email reminder about the Feb. conference. Obtains insurance certificate for Feb. Order refreshment. Reserves lunch table.
February	Attends all ASTA-sponsored workshops at All-State. Conducts general meeting.
March	Attends National Convention (most expenses paid if possible).



Duties of the State President-Elect

1. Attends one State Board meeting and one general meeting per year. These meetings are held in the fall during the ArkMEA/ASTA with NSOA Professional Development Conference and in the spring during the All-State Convention.
2. Attends the National Convention if the President is unable to attend. If money is available, the Arkansas chapter is expected to pay (partially or in-full) for registration, airline ticket, hotel, parking, shuttle services, and some meals.
3. Attends the ArkMEA board meeting if the President is unable to attend.
4. Observes the duties of the President and becomes familiar with the National and AR-ASTA by-laws and State Officers' Handbook. Becomes familiar with the duties of all Board members, both elected and appointed.
5. Immediately becomes President of AR-ASTA if the elected President is unable to fulfill his/her duties.
6. Works with the Membership Chair to actively recruit new ASTA members and helps to retain current members via telephone, email and personal contacts. Takes on the duties of the Membership Chair if that position is not filled.
7. 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 State President" in the AR-ASTA State Officers' Handbook.
8. In the second year of the term of office, selects the conductor(s) of the Festival Orchestra(s) and clinicians for the ArkMEA/ASTA Fall Professional Development for the following academic year.

Timeline for the State President-Elect

May 15	Begins term of office in even numbered years.
June-Aug	Attends ArkMEA Board meeting sometime during the summer if the State President is unable to attend.
February	Attends all ASTA-sponsored events at All-State. Attends general member meeting.
March	Attends ASTA National Convention if State President is unable to attend (most expenses paid if possible).
November	Attends ASTA-sponsored events at the Fall Professional Development Conference. Attends ASTA Board meeting.
Spring	In the second year of the term of office, selects conductors and clinicians for Nov.



Duties of the State Past President

1. Attends one State Board meeting and one general meeting per year. These meetings are held in the fall during the ArkMEA/ASTA with NSOA Professional Development Conference and in the spring during the All-State Convention.
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 spring report for the year.

Timeline for the State Past President

May 15	Begins term of office in even numbered years. Gives files to incoming President.
November	Attends ASTA-sponsored events at the Fall Professional Development Conference. Attends ASTA Board meeting.
February	Attends ASTA-sponsored events at All-State. Attends general membership meeting.
April/May	Report due in National office, written after the second year completed as President. The incoming President does not write the report that is the spring he or she assumes office.



Duties of the State Treasurer

1. Attends one State Board meeting and one general meeting per year. These meetings are held in the fall during the ArkMEA/ASTA with NSOA Professional Development Conference and in the spring during the All-State Convention. Gives Treasurer's report at each meeting.
2. The Arkansas 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 if necessary.
3. Maintains and balances the monthly bank statements. If requested, sends a photocopy to the President every month.
4. Submits Treasurer's report to the National Office twice a year. The report for the period ending on June 30 is due August 15, and the report for the period ending on December 31 is due February 15.
5. Writes checks for all state expenses. Deposits National rebates and checks received for AR-ASTA sponsored events.
6. Collects checks for ASTA/ArkMEA Festival Orchestra(s), before the event and at registration table on the day of the conference. Sends receipts to parents and teachers. Compiles the name of the participants alphabetically by section of each orchestra. Sends to teachers for proofreading, and then sends to State President and the ArkMEA board member responsible for printing program.
7. Oversees the budget and maintain excellent records of all credits and debits.
8. Willingly takes on reasonable responsibilities delegated to him/her by the President.

Timeline for the State Treasurer

- May 15 Begins term of office in even numbered years.
- Monthly Writes checks as directed for AR-ASTA expenses.
- Quarterly Deposits rebate checks from National.
- June Submits Treasurer's report to the National Office.
- October Collects and deposits Festival Orchestra registration checks. Mails out receipts to parents and teachers. Compiles list of participants.
- November Attends ASTA-sponsored events at the Fall Professional Development Conference. Takes care of registration for Festival Orchestra(s). Collects late registration checks. Assists with Festival Orchestra(s) as needed. Attends ASTA Board meeting. Presents Treasurer's report. Writes checks for clinicians, conductors and lunch.
- December Submits Treasurer's report to the National Office.
- February Attends ASTA-sponsored events at All-State. Attends general membership meeting and presents Treasurer's report. Writes checks for clinicians, refreshments, equipment rental, etc.



Duties of the Orchestra Chair

1. Attends one State Board meeting and one general meeting per year. These meetings are held in November during the ArkMEA/ASTA with NSOA Professional Development Conference and in February during the All-State Convention.
2. Attends ArkMEA board meeting in the summer. Reports on Festival Orchestra progress. Discusses with ArkMEA President and Site Coordinator about orchestra schedule, rehearsal rooms, stands, chairs, size of stage, set-ups for rehearsals and concert, room exchange with Festival Choir. Discuss with ArkMEA Choral Chair about schedule and room exchange.
3. Assists conductor(s) in selecting music for Festival Orchestra(s). Provides conductor(s) with a list of music that has been performed in the past—including composer and arranger. Conductor(s) should provide original music to be used for the festival, or it can be borrowed from one of the schools or youth symphonies.
4. Updates registration form.
5. Provides ASTA State President, ASTA Newsletter Editor, Segue Magazine Editor, ArkMEA President and arkmea.org website designer with details for the event. Publishes in the August ASTA Newsletter: information about the festival orchestra(s), music selections, name(s), picture(s) and bio(s) of conductor(s).
6. Once music is available, makes enough copies to be distributed to teachers who request music. It is easier to make one set of music and scores on 8 1/2 X 11 paper, single-sided. And run off copies from these as needed.
7. Sends packages to teachers who request festival music. Includes: letter for teacher, registration form, map of conference site, directions to site, rehearsal schedule, parking information, restaurant information if available, list of music selection, and music.
8. Sends program information to the ArkMEA member responsible for printing concert program: composers and works, conductors' names and bios.
9. Makes posters of schedule for orchestra(s).
10. Provides seating plan for the set-up crew.
11. Checks with Site Coordinator to see if there are rooms for students to change and leave their cases.
12. Organize original parts to be used for the festival. Obtains folders. Puts music in folders.
13. On the day of the festival: Makes sure rehearsal rooms are set up correctly. Distributes music folders before rehearsal. Displays schedule at registration table and rehearsal rooms. Leaves 50 copies of schedule at registration table for teachers and parents. Announce schedule to orchestra(s). Makes sure everyone understand where to be when. Makes sure stage is set up correctly. Help with stage changes before and during concert. Collects music folders after the concert. Assists in tuning, sound check, etc. Runs errands.

Timeline for the Orchestra Chair

June	Helps conductors select music
Summer	Attends ArkMEA Board meeting. Report progress. Discussions with ArkMEA President, Site Coordinator, Choral Chair.
July 31	Submits all information for ASTA Newsletter: date, place, registration form, schedule, conductor info, music selection.
Aug	Submits information to Segue and ArkMEA website. Copies and distributes music. Also sends letter, schedule, map, directions, program.
October	Prepares for festival. Music folders, seating plan, concert program info. Answers phone calls from parents and teachers about the orchestra(s).
November	Attends event. No. 11 above. Collects feedbacks. Attends ASTA Board meeting.
February	Attends ASTA-sponsored events at All-State. Attends general membership meeting.



Duties of the State Solo Competition Chairman

General Information:

AR-ASTA will sponsor two solo competitions every other year. Participants must be ASTA members or current students of ASTA members. Guidelines are printed in the January newsletter and brochures are sent out in the spring.

The AR-ASTA Solo Competition is the first step of the ASTA National Solo Competition that is held in alternate years. Guidelines for the National Solo Competition are available at www.astaweb.com. There are required works for every instrument. A live competition at the state level is held in October. Winners will be requested to submit recordings to the state chairman in November. The chairman sends on state winners and any other worthy recordings to the national competition, which is held the following spring of odd-numbered years. For example, the 2006 AR-ASTA Solo Competition, with recordings due on November 14, 2006, will be the preliminary step of the 2007 ASTA National Solo Competition in March 2007. Cash awards may be available at the state level. The national competition awards a prize for each instrument in the Junior Division and one for each instrument in the Senior Division.

The Arkansas String Competition is a separate competition that does not have required repertoire. Cash awards may be available.

1. Attends one State Board meeting and one general meeting per year. These meetings are held in November during the ArkMEA/ASTA with NSOA Professional Development Conference and in February during the All-State Convention.
2. In even-numbered years, select competition location and date. Publishes rules for state and national competitions in the January state newsletter. Include: competition dates, application deadlines, required repertoire, guidelines for additional repertoire, audition recording length guidelines, age categories, information about entry fees, application form and contact information for anyone having questions.
3. Prints and mails out brochures in the spring.
4. Seeks funding for the competition if possible.
5. Finds judges for the competition, preferably with one expert in each instrument. Prepares guidelines and adjudication forms for the judges.
6. Organizes live round of the competition. Notify participants of location and time. Prepares competition rooms.
7. Announces winners. Makes certificates for the winners. AR-ASTA will reimburse for materials.
8. Requests winners to submit tapes by deadline. Sends recordings of winners and any other "honorable mention" players on to national level of competition. Deadline for recording submission to the National is December 1, 2006 for the next competition.
9. Keeps records of each year's winners and of the required repertoire used each year.

Timeline for the State Solo Competition Chairman

December (Two years before the National Competition)

Sends information concerning competition dates, application deadlines, required repertoire, guidelines for additional repertoire, audition recording length guidelines, age categories, information about entry fees, application form and contact information for anyone having questions to the state Newsletter Editor in time for January newsletter.

February Attends ASTA-sponsored events at All-State. Attends general membership meeting. Distribute competition brochures.

October/November (The year before the National Competition)

- 1) Assembles adjudication committee. Prepares adjudication sheet.
- 2) Organizes competition. Notify participants of location and time. Prepares competition rooms.
- 3) Announces winners. Presents winners with certificates.
- 4) Requests checks and recordings from winners for the semi-final round. Submits winners and other worthy recordings to national competition by December 1.

Attends ASTA-sponsored events at the Fall Professional Development Conference. Attends ASTA Board meeting.

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



Duties of the State Newsletter Editor

1. Attends one State Board meeting and one general meeting per year. These meetings are held in the fall during the ArkMEA/ASTA with NSOA Professional Development Conference and in the spring during the All-State Convention.
2. Publishes two Newsletters per year, usually in January and August.
3. Solicits members for articles or announcements to be included in Newsletter.
4. Includes information from National found at:
<http://www.astaweb.com/stateservices/NewsletterEditors.htm>
5. 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.
6. Reminds State President to requests mailing labels for the Newsletter from the National Office.
7. Requests application forms and information notices for state activities such as string workshops, masterclasses, and Festival Orchestra(s).
8. In even numbered years, include election ballot in the January newsletter.
9. Photocopies (collated and stapled) enough Newsletters. Staples folded Newsletters and affixes mail labels to Newsletters that are folded in half. Student help is certainly beneficial for these tasks.
10. Sends Newsletter to all AR-ASTA members, and also to other teachers and musicians who are not yet members.
11. 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 the State Newsletter Editor

May 15	Upon appointment by the President, begins term of office in even numbered years.
Summer	Solicits articles for newsletter.
July	Requests mail labels.
August	Publishes Newsletter.
Fall	Solicits articles for newsletter.
November	Attends ASTA-sponsored events at the Fall Professional Development Conference. Attends ASTA Board meeting.
December	Requests mail labels.
January	Publishes Newsletter.
February	Attends ASTA-sponsored events at All-State. Attends general membership meeting.



Duties of the State Secretary

1. Attends one State Board meeting and one general meeting per year. These meetings are held in the fall during the ArkMEA/ASTA with NSOA Professional Development Conference and in the spring during the All-State Convention.
2. Takes minutes for all Board meetings and sends them out to all board members in a timely fashion.
3. Willingly takes on reasonable responsibilities delegated to him/her by the President.

Timeline for the State Secretary

May 15	Begins term of office in even numbered years.
November	Attends ASTA-sponsored events at the Fall Professional Development Conference. Attends ASTA Board meeting and takes minutes.
February	Attends ASTA-sponsored events at All-State. Attends general membership meeting and takes minutes.



Duties of the State Historian

1. Attends ASTA meetings and events and gathers information appropriate for the scrapbook.
2. Contacts chairpersons 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, pictures, and programs from ASTA events.
4. Keeps an up-to-date list of past presidents.

Timeline for the State Historian

May 15	Begins term of office in even numbered years. Starts scrapbook.
June-August	Organizes all material collected from previous year.
November	Collects information on Festival Orchestra(s), Fall Professional Development workshops, board meeting, August newsletter.
February	Collects workshop information, general meeting minute, January newsletter.



Duties of the State Membership Chair

1. Attends one State Board meeting and one general meeting per year. These meetings are held in the fall during the ArkMEA/ASTA with NSOA Professional Development Conference and in the spring during the All-State Convention.
2. Attends ASTA-sponsored events at the ArkMEA/ASTA Fall Professional Development Conference and at the All-State Conference.
3. Keeps board member directory up-to-date and sends it to all board members.
4. Willingly takes on reasonable responsibilities delegated to him/her by the President.
5. Keeps membership information up-to-date. Keep email addresses up-to-date. Call members who do not supply their email information to ask for their emails. Sends any changes to State President and National Office <membership@astaweb.com>.
6. Provides Newsletter Editor with current listing before each issue.
7. Organizes 2 membership drives a year. This can be done in conjunction with an AR-ASTA activity.
8. Keeps membership brochures, samples of past journals, and any information that can be useful to bring in more members.
9. Sends letter to lapsed members. A sample letter is in the handbook from the National Office.

Timeline for the Membership Chair

May 15	Begins term of office in even numbered years.
Fall	Membership drive.
November	Attends ASTA-sponsored events at the Fall Professional Development Conference. Attends ASTA Board meeting.
February	Attends ASTA-sponsored events at All-State. Attends general membership meeting.
Spring	Membership drive
Quarterly	Updates membership information.

Duties of the Alternative Styles Chair

The alternative styles awards occur biennially at the National Conference. Winners are required to attend the national conference to receive their awards and perform in a winners' concert. The alternative styles awards recognize outstanding young musicians playing non-classical styles. The awards are divided into three age divisions: Elementary (under 13), Junior (13-18) and Senior (19-25). Divisions are dependant on the age the applicant will be at the time of the National Conference. Awards are given for excellence displayed in the categories of groove, improvisation, musicianship and traditional style.

Applicants submit an audio and video recording to the selection committee. The selection committee selects 4 winners per age division. Winners will receive their award with the category they won at the National Conference.

1. Attends one State Board meeting and one general meeting per year. These meetings are held in November during the ArkMEA/ASTA with NSOA Professional Development Conference and in February during the All-State Convention.
2. Publishes rules for state and national competitions in the August state newsletter. Include: deadlines, required repertoire, guidelines for additional repertoire, audition recording length guidelines, age categories, information about entry fees, application form and contact information for anyone having questions. Information from the National will be available in Spring 2006.
3. Receives applications. Assembles a volunteer adjudication committee to hear entry recordings, preferably with one expert in each instrument. Hearing the recordings can be done as a group or individually, as long as it is completed in time to notify the winners. It is suggested that all judges use standardized adjudication forms, and that the chairman tally the scores to determine the winner.
4. Notifies *all* competitors in writing the contest winners by the notification deadline.
5. In years of national competition, sends recordings of winners and any other "honorable mention" players on to national level of competition.
6. Makes certificates for the winners.
7. Keeps records of each year's winners and of the required repertoire used each year.

Timeline for the Alternative Styles Chair

February	Attends ASTA-sponsored events at All-State. Attends general membership meeting.
Spring	Gathers information for Alternative Styles.
July	Sends guidelines to Newsletter Editor to be published in the August Newsletter.
November	Attends ASTA-sponsored events at the Fall Professional Development Conference. Attends ASTA Board meeting.
(TBA)	Receives applications. Finds judges to screen recordings. Notifies winners. Sends certificates. Collects checks for semi-final. Sends winning recordings to National level.

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



Duties of the State Board Members-at-Large

1. Attends one State Board meeting and one general meeting per year. These meetings are held in the fall during the ArkMEA/ASTA with NSOA Professional Development Conference and in the spring during the All-State Convention.
2. Attends all ASTA-sponsored events at the ArkMEA/ASTA Fall Professional Development Conference and at the All-State Conference.
3. Willingly volunteers to work on committees as assigned by the President.
4. Willingly takes on reasonable responsibilities delegated to him/her by the President.
5. Volunteers to write one article a year for the Newsletter, if requested by the President or editor of the Newsletter.

Timeline for the State Board Members-at-Large

May 15	Upon appointment by the President, begins term of office in even numbered years.
November	Attends ASTA-sponsored events at the Fall Professional Development Conference. Attends ASTA Board meeting.
February	Attends all ASTA-sponsored events at All-State. Attends general membership meeting.

