

GA ASTA 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 in early or late summer and also in January prior to the GMEA convention and ASTA with NSOA membership meeting.
2. Plans the agenda for the annual business meeting at GMEA and conducts the meeting.
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. Membership records and statistics
 - b. Bi-annual Solo Competition
 - c. ASTA Summer Camp Director/s
 - d. Bass Symposium Coordinator
 - e. Chamber Music Coordinator
 - f. Members at large
4. 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 at Board meetings and an annual report for the membership business meeting in January.
 - d. Currently the bank statements go directly to the Treasurer. A photocopy of these must be sent to the President for his/her review on a monthly basis.
5. The President is ultimately in charge of and responsible to see that all the following are planned and carried out:
 - a. ASTA Summer Camp
 - b. Chamber Music Workshop
 - c. Bass Symposium
 - d. State Solo Competition
 - e. Other ASTA-sponsored events such as the Summer Conference, mini-conferences, and other events that may be planned.
 - f. 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.
 - g. An annual report written and submitted to the National Office every June 1st.
6. Organizes and plans the annual ASTA with NSOA meeting in conjunction with the GMEA in Savannah.
 - a. Solicits nominations for and arranges for the annual state awards given to outstanding people who are among our membership or support our profession. These awards can include: 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

GA ASTA State Officers' Handbook: Officers' Duties and Timelines

- for nominations from the membership as a whole. The board also makes nominations.
- b. Arranges for guest clinicians.
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. Participates in a nationally arranged phone call interview with Presidents from two other states for sharing ideas.
 9. Attends the National Convention or sends the President-elect in his/her place (expenses paid if state budget allows).
 10. 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/she is still expected to write the report for that year ending on June 1.
 11. 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.
 12. Writes the Presidents Message for every Newsletter. This can also be discussed at Board meetings.
 13. 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. Current information on ASTA with NSOA awards with a list of previous recipients and years.
 - b. At least one copy of the Newsletter from the last two years.
 - c. 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 #13 above
June 1	Annual Report due in National office, written after first and second years is completed. The incoming President does not write the report that is due 15 days after he/she assumes office. Make appointments to those posts listed above in #5.
June-Aug	Plans, convenes and presides over Board meeting sometime during the summer.
July	Writes Presidents letter for the Newsletter
August	Sees that the Newsletter is published and mailed by mid-August.
September	Plans the ASTA workshops for the GMEA convention; secures clinicians in consultation with the state orchestra chair. Fills out telephone campaign questionnaire and returns to National office by October 1. Receives calls from a National Board member in October.

GA ASTA State Officers' Handbook: Officers' Duties and Timelines

October	Participates in the fall campaign with National Board members.
January	Writes President's Letter for the Newsletter. Solicits nominations, perhaps in conjunction with Board members, for Annual Awards. Plans, convenes and presides over Board meeting for GMEA.
February	Sees that the Newsletter is published and mailed by February 1.
March	Attends National Convention (expenses paid if state budget allows).

GA ASTA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State President-elect

- 1.** Attends at least two State Board meetings per year. These meetings are held in early or late summer and also in January prior to the GMEA convention and ASTA with NSOA membership meeting.
- 2.** Attends the National Convention if the President is unable to attend (expenses paid if state budget allows).
- 3.** Observes the duties of the President and becomes familiar with the National and Georgia ASTA bylaws. Becomes familiar with the duties of all Board members, both elected and appointed.
- 4.** Immediately becomes President of Georgia ASTA 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, but does not assume the duties of the President as described in "Duties of the Georgia ASTA with NSOA State President."

Timeline for Duties of the State President-elect

May 15	Begins term of office in even numbered years.
January	Attends all ASTA-sponsored events at GMEA convention. Attends general membership meeting at GMEA.
March	Attends National Convention if state President is unable to attend. (expenses paid if state budget allows).

GA ASTA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State Past President

- 1.** Attends at least two State Board meetings per year. These meetings are held in early or late summer and also in January prior to the GMEA convention and ASTA with NSOA membership meeting.
- 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. Gives files to incoming President.
June 1	Annual Report due in National office, written after the second year as President is completed. The incoming President does not write the report that is due 15 days after he/she assumes office.
June-Aug	Attends Board meeting sometime during the summer.
January	Attends all ASTA-sponsored events at GMEA convention. Attends general membership meeting at GMEA.

GA ASTA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State Secretary

- 1.** Attends at least two State Board meetings per year. These meetings are held in early or late summer and also in January prior to the GMEA convention and ASTA with NSOA membership meeting.
- 2.** Takes minutes for all Board meetings.
- 3.** Attends the National Convention if the President and President-elect are unable to attend (expenses paid if state budget allows).
- 4.** 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 GA ASTA with NSOA State President."

Timeline for Duties of the State Secretary

May 15	Begins term of office in even numbered years.
June-Aug	Attends Board meeting sometime during the summer and takes minutes.
January	Attends all ASTA-sponsored events at GMEA convention in Savannah Attends general membership meeting at GMEA, takes minutes.
March	Attends National Convention if state President and President-elect are unable to attend (expenses paid if state budget allows).

GA ASTA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State Treasurer

1. Attends at least two State Board meetings per year. These meetings are held in early or late summer and also in January prior to the GMEA convention and ASTA with NSOA membership meeting.
2. The Georgia 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 every month. 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 August 1st. An Annual Budget Report—in condensed format—will be published in the summer Newsletter each year.
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, but does not assume the duties of the President as described in “Duties of the GA ASTA with NSOA State President.”
8. Pays or arranges to pay for all bills incurred the GA ASTA session & luncheon at GMEA convention.

Timeline for Duties of the State Treasurer

May 15	Begins term of office in even numbered years.
Monthly	Writes checks as directed for GA ASTA expenses.
August 1	Bi-annual Treasurer's Report due to national office for the six months ended June 30.
June-Aug	Attends Board meeting sometime during the summer and makes report of the last year's financial activity to the Board. Send Annual Budget to Editor for publication in the summer GA ASTA Newsletter.
January	Attends all ASTA-sponsored events at GMEA convention in Savannah. Presents annual Treasurer's Report at general membership meeting at GMEA convention in Savannah.
February 1	Bi-annual Treasurer's Report due to national office for the six months ended December 31.

GA ASTA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State Newsletter Editor

- 1.** Attends at least two State Board meetings per year. These meetings are held in early or late summer and also in January prior to the GMEA convention and ASTA with NSOA membership meeting.
- 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 Membership Chair, who maintains a database of all GA ASTA 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 Georgia 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.

Timeline for Duties of the State Newsletter Editor

May 15	Upon appointment by the President, begins term of office in even numbered years.
June-Aug	Attends Board meeting sometime during the summer.
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 Georgia Membership chair.
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 Kansas Membership chair. Attends all ASTA-sponsored events at GMEA convention. Attends general membership meeting at GMEA.

GA ASTA State Officers' Handbook: Officers' Duties and Timelines

Duties of the State Board Members-at-Large

- 1.** Attends at least two State Board meetings per year. These meetings are held in early or late summer and also in January prior to the GMEA convention and ASTA with NSOA membership meeting.
- 2.** Attends all ASTA-sponsored events at GMEA 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-June 15	Upon appointment by the President, begins term of office in even numbered years.
June-Aug	Attends Board meeting sometime during the summer.
January	Attends all ASTA-sponsored events at GMEA convention. Attends general membership meeting at GMEA convention.

GA ASTA State Officers' Handbook Officers' Duties and Timelines

Duties of the State Solo Competition Chairman

General Information:

GA ASTA sponsors a state Solo Competition every two years. Guidelines are printed in the summer newsletter. Audition tapes are submitted and winners announced in December. The GA ASTA 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 to compete in a live first round audition. Winners are named and forwarded to the National ASTA Solo Competition Committee. The solo competition is held the following spring of odd-numbered years. 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 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 GMEA, application form and contact information for anyone having questions.
2. 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.
3. Notify *all* competitors in writing the contest winners by the notification deadline.
4. Make certificates for the winners. GA ASTA will reimburse for materials. Make final arrangements with winners and with GA ASTA State President for possible performances at GMEA Convention. When possible, GA ASTA will help fund travel expenses for GA finalists that are invited to the national competition. Amount to be determined by GA ASTA board of directors.
5. Notify Newsletter Editor of GA ASTA Competition winners. Keep records of winners and of the required repertoire used each year.

Timeline for the State Solo Competition Chairman

July	Develop required repertoire list.
August	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 GMEA, application form and contact information for anyone having questions to the state Newsletter Editor in time for summer newsletter.

GA ASTA State Officers' Handbook: Officers' Duties and Timelines

- December Assemble adjudication committee.
 Acknowledge receipt of any tapes that have been submitted.
 Notify all competitors of the list of winners.
 Submit winners and other worthy tapes to national competition
- February Finalize arrangements for winner performances at GMEA.
 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