

Idaho Chapter of ASTA WITH NSOA State Officers' Handbook: Officers' Duties and Timelines

Prepared by Linda Kline Lamar, Idaho Chapter President 2004-06.
The Kansas ASTA WITH NSOA State Officers' Handbook (compiled by David Littrell,
ASTA WITH NSOA President 2002-04) serves as the template for this Handbook.

Duties of the State President:

1. Attend at least two State Board meetings per year, create the agenda and conduct the meetings. These meetings are held in early or late summer and also at the time of IMEA convention.
2. Plan the agenda for the annual business meeting at IMEA and conduct the meeting.
3. Appoint or re-appoint the appointed positions on the State Board within the first 30 days of office. The current appointed positions are:
 - Treasurer
 - Secretary
 - Newsletter editor

Other appointed positions to be added in the future:

- Historian
 - State Board Members-at-large
 - State Junior High Orchestra Festival Chairman
 - IDASTA State Solo Competition Chairman
 - String Camp Chairman
4. Financial responsibilities:
 - The President's and Treasurer's names are signed on the signature card for the organization's checkbook.
 - Authorize in consultation with the Treasurer and the Board (when needed) the spending of ASTA WITH NSOA funds and deposits into the checking account. See that all outstanding bills are paid.
 - Receive a financial report from the Treasurer at least twice a year at Board meetings and an annual report for the membership business meeting in February.
 - 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:
 - ASTA-sponsored events, mini-conferences, etc.
 - 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.
 - State literature lists are updated periodically.
 - An annual report written and submitted to the National Office every June 1.

- 6.** Organize and plan the annual ASTA WITH NSOA convention in conjunction with IMEA, including the following duties:
 - Solicit nominations for and arrange for the annual state awards to be given to outstanding people who are among our membership or support our profession: (ie. the Certificate of Merit, the Distinguished Service Award, and the Hall of Fame Award). The President places an announcement in every Newsletter asking for nominations from the membership as a whole. The Board also makes nominations.
 - Arrange for guest clinicians.
 - Plan, in consultation with the Board, workshops to be presented at the convention and student or faculty to perform at sessions.
 - Arrange for rooms to be reserved for the sessions by contacting the President of IMEA. (This is usually done by the President of IMEA).
 - Submit a schedule for our part of the convention to the President of IMEA (usually in November). Send schedule via the Newsletter to our membership.
 - Schedule the ASTA WITH NSOA luncheon for the convention.
 - Arrange for light refreshments for the ASTA WITH NSOA sessions.
 - Pay or arrange to pay for all bills incurred for our sessions and the luncheon.
 - Submit an annual report for the Calendar Year to IMEA to be included in the IMEA Board Book for the IMEA convention. Attend the IMEA Board meeting at convention time to report, as an affiliate organization, what is happening in our organization based on the report in the Board Book.
- 7.** Participate 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.** Participate in a nationally arranged phone call interview with Presidents from two other states for sharing ideas.
- 9.** Attend the National Convention or sends the President-elect in his/her place. The Idaho chapter is expected to pay for airline tickets, lodging, and at least some meals.
- 10.** Submit by June 1 of each year 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.** Address 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.** Write the President's Message for every Newsletter. Discuss with the Newsletter Editor any items that need to be considered in the Newsletter. This can also be discussed at Board meetings.
- 13.** Maintain ASTA WITH NSOA files for the organization and submit these to his/her successor upon release from the office.
- 14.** Appoint a three-person committee from the membership to judge IMEA orchestra tapes that have been submitted for next year's IMEA convention. The

judging day is usually around June 1st. (This is usually done by IMEA).

Timeline for Duties of the State President:

- May 15: Begin term of office in even numbered years. Receive files from outgoing President.
- June 1: Annual Report due in National office, written after first and second years are completed. (The outgoing President writes this report). Make appointments to those posts listed above in #3.
- June-August: Plan, convene and preside over Board meeting sometime during the summer.
- July: Write President's Letter for the Newsletter.
- August: See that the Newsletter is published and mailed by mid-August.
- September: Plan the ASTA workshops for the IMEA convention; secure clinicians. Reserves rooms for MEA (if necessary). Schedule the IMEA ASTA luncheon.
- October: Complete State Report by October 1. Participate in the fall phone campaign with national board members.
- November: Submit a schedule for the ASTA part of the IMEA convention to the President of IMEA.
- January: Write President's Letter for the Newsletter. Solicit nominations, perhaps in conjunction with Board members, for Annual Awards.
- January/February: Plan, convene and preside over Board meeting for IMEA convention. Attend all ASTA-sponsored events at IMEA convention. Attend Board meeting at IMEA.
- February: See that the Newsletter is published and mailed by February 1.
- February/March: Attend National Convention (expenses paid).
- April: Complete State Report by April 1. Participate in the spring phone campaign with national board members.

Duties of the State President-Elect:

1. Attend at least two State Board meetings per year. These meetings are held in early or late summer and also at the time of IMEA convention.
2. Attend the National Convention if the President is unable to attend. The Idaho chapter is expected to pay for airline tickets, lodging, and at least some meals.
3. Observe the duties of the President and become familiar with the National and IDASTA bylaws. Become familiar with the duties of all Board members, both elected and appointed.
4. Immediately become President of IDASTA if the elected President is unable to fulfill his/her duties.
5. Actively recruit new ASTA members and help to retain current members via telephone, email and personal contacts.
6. Willingly take 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 Idaho ASTA WITH NSOA State President."

Timeline for Duties of the State President-Elect:

- May 15: Begin term of office in even numbered years.
- June-August: Attend Board meeting sometime during the summer.
- January/February: Attend all ASTA-sponsored events at IMEA convention. Attend Board meeting at IMEA.
- March: Attend National Convention if state President is unable to attend.

Duties of the State Past President:

1. Attend at least two State Board meetings per year. These meetings are held in early or late summer and also at the time of IMEA convention.
2. Serve in an overall advisory capacity to all officers as needed.
3. Serve on committees as requested.
4. Communicate regularly with Board members.
5. Alert President if expenses seem out of line or are not consistent with the budget.
6. Serve 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: Begin term of office in even numbered years. Give files to incoming President.
- June-August: Attend Board meeting sometime during the summer.
- January/February: Attend all ASTA-sponsored events at IMEA convention. Attend Board meeting at IMEA.

Duties of the State Secretary:

1. Attend at least two State Board meetings per year. These meetings are held in early or late summer and also at the time of IMEA convention.
2. Take minutes for all Board meetings.
3. Attend the National Convention if the President and President-elect are unable to attend. The Idaho chapter is expected to pay for airline tickets, lodging, and at least some meals.
4. Willingly take 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 Idaho ASTA WITH NSOA State President.”

Timeline for Duties of the State Secretary:

- May 15: Begin term of office in even numbered years.
- June-August: Attend Board meeting sometime during the summer and takes minutes.
- January/February: Attend all ASTA-sponsored events at IMEA convention. Attend Board meeting at IMEA and take minutes.
- March: Attend National Convention if state President and President-elect are unable to attend.

Duties of the State Treasurer:

1. Attend at least two State Board meetings per year. These meetings are held in early or late summer and also at the time of IMEA convention.
2. The Idaho 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. 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 October 1. An Annual Budget Report—in condensed format—will be published in the summer Newsletter each year.
4. Write checks for all state expenses.
5. Oversee the budget and maintain excellent records of all credits and debits.
6. In consultation with the President, request an audit by an outside accounting firm, if so directed by a majority vote of the Board.
7. Willingly take 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 Idaho ASTA WITH NSOA State President.”

Timeline for Duties of the State Treasurer:

- May 15: Begin term of office in even numbered years.
- Monthly: Write checks as directed for IDASTA expenses.
- August 1: Bi-annual Treasurer’s Report due to national office for the six months ended June 30.
- June-August: Attend 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 IDASTA Newsletter.
- January/February: Attend all ASTA-sponsored events at IMEA convention. Attends Board meeting at IMEA, presents Treasurer’s Report.
- February 1: Bi-annual Treasurer’s Report due to national office for the six months ended December 31.

Duties of the State Newsletter Editor:

1. Attend at least two State Board meetings per year. These meetings are held in early or late summer and also at the time of IMEA conventions
2. Publish two Newsletters per year, usually in early August and late January.
3. Solicit members for articles or announcements to be included in Newsletter.
4. Set advertising rates and solicit advertisements included in Newsletter. Oversee payment of bills for advertisements to state Treasurer. The Treasurer will inform the editor of the financial credit or debit of each advertiser.
5. Request mail labels for the Newsletter from the Membership Chair (currently the state president), who maintains a database of all IDASTA members.

6. Request 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 Idaho membership.
7. Request application forms and information notices for state activities.
8. Photocopy (collated and stapled) enough Newsletters for those listed above in #5 and #6. Staple folded Newsletters and affix mail labels to Newsletters that are folded in half. Student help is certainly beneficial for these tasks.
9. If desired, consult 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, begin term of office in even numbered years.
- June-August: Attend Board meeting sometime during the summer.
- July 1: Request mail labels from the National Office for all national board members and State Presidents and State Newsletter Editors. Request mail labels from the Idaho Membership chair (currently the state president).
- January 1: Request mail labels from the National Office for all national board members and State Presidents and State Newsletter Editors. Request mail labels from the Idaho Membership chair (currently the state president).
- January/February: Attend all ASTA-sponsored events at IMEA convention. Attend Board meeting at IMEA.

Duties of the State Historian (for use in future):

1. Attend ASTA board meetings and events and gathers information appropriate for the scrapbook.
2. Contact chair-persons of ASTA events not attended in order to get copies of programs, etc.
3. Gather and organize scrapbook material. This material can include newsletters, board meeting minutes, financial reports, annual reports, convention activities, and programs from ASTA events.
4. Keep an up-to-date list of award winners and past presidents.

Duties of the State Board Members-at-Large (for use in future):

1. Attend at least two State Board meetings per year. These meetings are held in early or late summer and also at the time of IMEA convention.
2. Attend all ASTA-sponsored events at IMEA convention.
3. Willingly volunteer to work on committees as assigned by the President.
4. Volunteer 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, begin term of office in even numbered years.

- June-August: Attend Board meeting sometime during the summer.
- January/February: Attend all ASTA-sponsored events at IMEA convention. Attends Board meeting at IMEA.

Duties of the State Junior High Orchestra Chairman (for use in future):

1. Attend meeting with participating State Jr. High Orchestra teachers held the day of the event.
2. Assist the teachers in selecting the agenda items concerning the following year.
3. Contact and secure clinician. (Honorarium plus mileage, motel, and lunch)
4. Assist and make sure that the clinician selects music. Provide the clinician with a list of music that has been performed in the past—including composer and arranger.
5. Provide IDASTA Newsletter Editor with a report of the event and announcement of details for the next event. Publish the application form in the IDASTA August and January Newsletters, and mail to each school that participated in the previous event.
6. Report to the IDASTA board and the General Membership plans for the event at the IMEA In-Service Workshop.
7. Secure at least two other teachers to serve as the selection committee and agree on a date to make selections (usually a Sunday afternoon around March 10).
8. Receive applications.
9. Attend and chair the selection meeting.
10. Mail a letter to each participating teacher announcing: assigned seating of selected students; amount of the entry fee; check to “IDASTA” (one check per school is best); rehearsal and performance schedule; address and map to the performance facility; list of participating teachers and phone numbers to facilitate borrowing parts.
11. Design and print about 250 programs. Include the program, bio of clinician, names of students by participating school.
12. Make sure that the local host makes the following arrangements: reserve facilities, reservations at local motel for clinician if needed, cookies and punch for the participants, secure wind & percussion players (area teachers or high school students) if needed, possibility of having recordings of the event available to the students (optional).

Timeline for Duties of the State Junior High Orchestra Chairman:

- April: Attend event. Assist in selecting clinician and reciprocal date.
- June: Secure clinician and help them select music (3 string orchestra and 1 full orchestra).
- July: Attend IDASTA executive board meeting and report to the board. Send a report of April event and announcement of the date, place, rehearsal/performance schedule, clinician selection, music selection (if available), and application form to the IDASTA Newsletter editor for publication in the Fall newsletter.
- August: Be sure that the local host has reserved facilities, etc.
- November: Mail details and application directly to past participating teachers.

- December: Send application to IDASTA newsletter editor for publication in the January newsletter.
- February: Receive applications. Report to IDASTA Executive Board and General Membership. Contact at least two other teachers to serve on the selection committee and agree on a central location and date for the selection committee meeting.
- February/March: Receive more applications.
- March 10: Attend and chair selection committee meeting.
- March 15: Mail announcements to participating teachers ASAP.
- March 20: Check with local host and see to it that they have made arrangements for facilities, refreshments, motel reservations for the clinician if possible, information table, and wind players are being secured.
- April: Mail seating chart and labels to the local host so that they can make cards to place on the chairs or stands. Prepare programs. Attend event. Assist in selecting clinician and reciprocal date. Assist treasurer in making sure that all schools have paid, clinician honorarium/mileage is paid, refreshments are paid. Make sure local host takes the clinician to lunch if needed.

State Solo Competition General Information (for use in future):

IDASTA sponsors a state Solo Competition every year. Guidelines are printed in the summer newsletter. Audition tapes are submitted and winners announced in December. The IDASTA 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. IDASTA 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.

Duties of the State Solo Competition Chairman (for use in future):

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 IMEA, application form and contact information.
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 be used by all judges, and that the chairman tally the scores to determine the winner.
4. Notify *all* competitors in writing 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. IDASTA will reimburse for materials. Notify IDASTA Treasurer of winners so he/she can write checks for prizewinners. Make final arrangements with winners and with IDASTA State President for performances at IMEA 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.

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 IMEA, application form and contact information to the state Newsletter Editor in time for summer newsletter.
- December: Assemble adjudication committee. Acknowledge receipt of any tapes that have been submitted. Arrange for committee to listen to tapes after closing of submission deadline. Notify all competitors of the list of winners. Submit winners and other worthy tapes to national competition.
- January/February: Finalize arrangements for winner performances at IMEA. 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