

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

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 two State Board meetings per year, creates the agenda and conducts the meetings. These meetings are held in early or late summer and also at the time of MEA convention.
2. Plans the agenda for the annual business meeting at MEA 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. Treasurer
 - b. Membership records and statistics
 - c. Jr. High Orchestra Festival Director
 - d. Annual Solo Competition
 - e. Historian
 - f. State contest literature lists
 - g. String Romp (*or your appropriate state event such as a camp*)
 - h. 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 February.
 - 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. String Romp in September at Rock Springs. (*or your appropriate state event such as a camp*)
 - b. The state Solo Competition.
 - c. The Junior High Orchestra All-State Orchestra Festival (spring). (*or your appropriate state event such as a camp*)
 - d. Other ASTA-sponsored events such as the Summer Conference, mini-conferences, and other 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. State literature lists are updated periodically.
 - g. An annual report written and submitted to the National Office every June 1. A copy of this report is sent to the state Historian.
6. Organizes and plans the annual ASTA WITH NSOA convention in conjunction with MEA.

- 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 a 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 MEA.
 - e. Submits a schedule for our part of the convention to the President of MEA (usually in November). Sends this via the Newsletter to our membership.
 - f. Schedules the ASTA WITH NSOA luncheon for the convention. Arrangements for the Century II rooms are handled in conjunction with the Hyatt Regency Hotel.
 - g. Arranges for coffee, juices, and donuts or rolls for the ASTA WITH NSOA sessions. This is done through the *Name of Company*.
 - h. Pays or arranges to pay for all bills incurred for our sessions and the luncheon.
 - i. Submits an annual report for the Calendar Year to MEA to be included in the MEA Board Book for the MEA convention. Attends the MEA 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. Can submit items to be considered on the Board Agenda that represent our organization's interests and concerns.
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. The Kansas chapter is expected to pay for airline tickets, lodging, and at least some meals.
 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 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.
 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 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.
 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. String Romp contracts and reports 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 years.
 - 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.

14. Appoints a three-person committee from the membership to judge MEA orchestra tapes that have been submitted for next year's MEA convention. The judging day is usually around June 1st. If possible, these people can be from the Wichita area to avoid extensive travel. The judging is usually done at Friend's University.

Timeline for Duties of the State President

May 15	<p>Begins term of office in even numbered years Receives files from outgoing President See #13 above.</p>
June 1	<p>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 #5.</p>
June-Aug	<p>Plans, convenes and presides over Board meeting sometime during the summer. Emporia State is centrally located and relatively convenient for most Board members. Requests Annual Report from the Historian. Attends KASTA Summer Conference.</p>
July	<p>Appoints one or two members to be in charge of String Romp. Writes President's Letter for the Newsletter. Sees that the Newsletter is published and mailed by mid-August.</p>
August	<p>Sees that the Newsletter is published and mailed by mid-August.</p>
September	<p>Plans the ASTA workshops for the MEA convention; secures clinicians. Reserves rooms for MEA. Fills out telephone campaign questionnaire and returns to National Office by October 1. Receives call from a national board member in October. Schedules the MEA ASTA luncheon with the Hyatt Regency Hotel.</p>
October	<p>Completes State Report by October 1. Participates in the fall phone campaign with national board members.</p>
November	<p>Submits a schedule for ASTA part of the MEA convention to the President of MEA.</p>
January	<p>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.</p>
February	<p>Sees that the Newsletter is published and mailed by February 1. Plans, convenes and presides over Board meeting for MEA Thursday evening is best. Attends all ASTA-sponsored events at MEA convention.</p>

Attends Board meeting at MEA.

Feb./March Attends National Convention (expenses paid).

April Completes State Report by April 1. Participates in the spring phone campaign with national board members.



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 at the time of MEA convention.
2. Attends the National Convention if the President is unable to attend. The Kansas 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 KASTA by-laws. Becomes familiar with the duties of all Board members, both elected and appointed.
4. Immediately becomes President of KASTA 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 Kansas ASTA with NSOA State President."

Timeline for Duties of the State President-elect

May 15	Begins term of office in even numbered years.
June-Aug	Attends Board meeting sometime during the summer. Attends KASTA Summer Conference.
February	Attends all ASTA-sponsored events at MEA convention. Attends Board meeting at MEA.
March	Attends National Convention if state President is unable to attend. (expenses paid).



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 at the time of MEA convention. Attends Summer 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. 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-Aug	Attends Board meeting sometime during the summer. Attends KASTA Summer Conference.
February	Attends all ASTA-sponsored events at MEA convention. Attends Board meeting at MEA.



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 at the time of MEA convention.
2. Takes minutes for all Board meetings.
3. Attends the National Convention if the President and President-elect are unable to attend. The Kansas chapter is expected to pay for airline tickets, lodging, and at least some meals.
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 Kansas 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. Attends KASTA Summer Conference.
February	Attends all ASTA-sponsored events at MEA convention. Attends Board meeting at MEA, takes minutes.
March	Attends National Convention if state President and President-elect are unable to attend. (expenses paid).



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 at the time of MEA convention.
2. The Kansas 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 October 1. 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 Kansas 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 KASTA 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 KASTA Newsletter. Attends KASTA Summer Conference.
February 1	Bi-annual Treasurer’s Report due to national office for the six months ended December 31.
February	Attends all ASTA-sponsored events at MEA convention. Attends Board meeting at MEA, presents Treasurer’s Report. Presents annual Treasurer’s Report at general membership meeting at MEA convention.



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 at the time of MEA conventions
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 KASTA 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. Requests application forms and information notices for state activities such as String Romp, Junior High All-State Honors Orchestra.
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. Student help is certainly beneficial for these tasks.
9. 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-Aug	Attends Board meeting sometime during the summer. Attends KASTA Summer Conference.
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 Kansas 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.
February	Attends all ASTA-sponsored events at MEA convention. Attends Board meeting at MEA.



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.

Timeline for Duties of the State Historian

May 15	Begins term of office in even numbered years. Obtains scrapbook from previous historian.
June-August	Organizes all material collected from previous year. Attends board meeting during the summer Collects material from summer conference and board meeting
September	Collects info on String Romp and Fall Newsletter.
February	Collects convention info, winter newsletter
April	Collects info on Mid-Level Honor Orchestra



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 at the time of MEA convention.
2. Attends all ASTA-sponsored events at MEA convention.
3. Attends all ASTA-sponsored events at MEA convention.
4. Willingly volunteers to work on committees as assigned 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 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.
Attends KASTA Summer Conference.

February Attends all ASTA-sponsored events at MEA convention.
Attends Board meeting at MEA.
Attends general membership meeting at MEA convention.



Duties of the State Junior High Orchestra Chairman

1. Attends meeting with participating State Jr. High Orchestra teachers held the day of the event.
2. Assists the teachers in selecting the agenda items concerning the following year.
3. Reciprocal performance date (usually the Saturday following KSHSAA Large Group)
4. Clinician and two alternate selections (clinicians serve one time only, usually from KS)
5. Contact and secure clinician. (Honorarium of \$amount plus mileage, motel, and lunch)
6. 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.
7. Provide KASTA Newsletter Editor with a report of the event and announcement of details for the next event. Publish the application form in the KASTA August and January Newsletters, and mail to each school that participated in the previous event. Try to have the music selection published in the Fall Newsletter. Music selections must be published in the January newsletter (usually arrives too late to do much good, which is why it is necessary to mail details and application forms to past participants in November or December).
8. Report to the KASTA board and the General Membership plans for the event at the MEA In-Service Workshop.
9. 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).
10. Receive applications.
11. Attend and chair the selection meeting. Students are seated according to the “paper audition.” Seat according to the level of the literature that the student has performed in public, studied at lessons, comments of the teacher or any other considerations that are fair to everyone. Make sure that schools/towns do not have all their players in the front or the back. Be flexible. A student can be added to the back of the section if necessary and if the local host thinks that there is room in the performance facility. There is usually one cancellation in each section.
12. Mail a letter to each participating teacher announcing: [1] assigned seating of selected students; [2] amount of the entry fee; [3] check to “KASTA” (one check per school is best); [4] rehearsal and performance schedule; [5] address and map to the performance facility; [6] list of participating teachers and phone numbers to facilitate borrowing parts. Include only the seating for students of that school—sending a list of all students will create a competitive atmosphere.
13. Design and print about 250 programs. Include the program, bio of clinician, names of students by participating school—listing by chair selection will create a competitive atmosphere.
14. 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 KASTA 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 KASTA 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 KASTA newsletter editor for publication in the January newsletter.
February	Receive applications. Report to KASTA 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.
Feb- Mar.	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.



Duties of the State Solo Competition Chairman

General Information:

KASTA sponsors a state Solo Competition every year. Guidelines are printed in the summer newsletter. Audition tapes are submitted and winners announced in December. The KASTA 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 KASTA Solo Competition, with tapes due in December 2001, will be the preliminary step of the 2002 ASTA National Solo Competition.

KASTA 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 MEA, 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 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. KASTA will reimburse for materials. Notify KASTA Treasurer of winners so he or she can write checks for prizewinners. Make final arrangements with winners and with KASTA State President for performances at MEA 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 MEA, 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
- February 1) Finalize arrangements for winner performances at MEA.
 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



Duties for String Romp Chair: Rock Springs 4-H Center

1. Registration Form is included in the Summer Newsletter distributed in August. We can accommodate 100 students and 20-30 adults.
2. Two conductor-clinicians need to be secured—one for the Canon Orchestra, one for the Fugue Orchestra. They receive payment for their services (\$amount) and KASTA pays for their room at the Johnson Center. Clinicians need to be secured by August.
3. The person in charge runs registration. This includes receiving the early mail-in forms and deposit.
 - All adults help supervise the dorms. Each student is assigned to a dorm.
 - Judy Jones has handled horseback riding in the past. She will post a schedule and call students from their rehearsal for their time to ride.
 - The Saturday night Talent Show has been run by several people (Bruce Boyd, Jay Hawkins, Ken Stotts) Talent show person should bring a boom-box for the show.
 - Snacks need to be brought to the camp also. Cookies and Kool-Aid have been served in the past. We also need cups and napkins. Popcorn is served at the movie following the Talent Show. Musical Grace is provided before each meal by teachers attending the camp. Jennis Wilcox has organized this recently.
 - Friday evening games need to be organized. Mary Lou sometimes has her student teacher do this.
 - Everyone prepares the folders after the students are in bed on Friday.
 - We usually have several movies to choose from on Saturday, following the Talent Show. One is shown in Wa-Shun-Ga and the other is in the basement of the Johnson Center. A teacher is assigned to bring the movies. The camp does not provide movies.
 - Name tags for students are also needed.
 - Mary Lou Jones usually keeps the sweatshirts.
 - Janet Elliott has provided the medical kit in the past.
 - Mary Lou or Jane can arrange for the candy sales. KASTA receives the profit from the sales.
 - All of the above arrangements need to be made during the month of August.
4. Divisi Group Instructors needed: Saturday 11:00-11:30, 3:15-3:45, and 3:50–4:20. We need two violin teachers and two lower strings teachers. The final session is usually joint, with a minor repair workshop (one year) and an early instrument workshop the next.
5. All students attending must have a notarized health and participation form. Teachers/Adult sponsors must have a group roster with emergency names and numbers. No student may attend the camp without an adult sponsor.
6. Signs are put out along Highway 177 marking the entrance to Rock Springs. Balloons are usually attached to the signs. The coordinator needs to arrive early in the afternoon to do this. Cabins need to be marked, and beds counted for the sign-up sheet. People start arriving around 4:00. All adults attending are expected to pay.
7. The clinicians need to choose 5 or 6 pieces for each group. One joint piece is performed Sunday in the final concert. *Name, Name, and Name* have access to large libraries from which to borrow music. The schedule allows for two rehearsals Saturday morning, separated by a Divisi group, another rehearsal in the afternoon, and a short one Sunday morning. The schedule stays the same from one year to the next. It is included in the newsletter information.

8. The first meal on Friday night is a sandwich buffet. As students arrive, they may eat. Games and announcements begin around 8:00. All meals for the weekend are eaten together. Schools may trade off with the clean up.
9. The last cabin to go to sleep, or which is the loudest (agreed upon by all adults) gets to clean the bathrooms before leaving on Sunday. We have also threatened to pull their horseback riding time. Both of these are great consequences in helping maintain order and quiet at night.
10. The President or Treasurer will need to be in attendance to write the check on Sunday to the camp personnel.

