

MA-ASTA State Officers' Handbook: Officers' Duties and Time Lines

I. Duties of the State President

- A.** Presides at State Board meetings, creates the agenda and conducts the meetings. These meetings are held in September, October, November, January, February, April and June and the general board meeting at the MMEA All State Convention.
- B.** Plans the agenda for the annual business meeting at the March MMEA All State Convention and conducts the meeting.
- C.** Appoints or re-appoints the appointed positions on the State Board within the first 30 days of office. The current appointed positions are:
1. Treasurer
 2. Annual Solo Competition Coordinator
 3. Members-at-large
 4. Studio Teacher Representative
 5. Higher Ed Representative
 6. National High School Honors Orchestra Coordinator
- D.** Financial responsibilities:
1. The President's and Treasurer's names are signed on the signature card for the organization's checkbook.
 2. 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.
 3. Receives a financial report from the Treasurer at Board meetings and an annual report for the membership business meeting in March.
 4. 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.
- E.** The President is ultimately in charge of and responsible to see that all the following are planned and carried out:
1. The State Solo Competition/National HS Honors Orchestra nominee
 2. Other ASTA-sponsored events such as the Summer Conference, mini-conferences, and other events that may be planned.
 3. 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.
 4. An annual report written and submitted to the National Office every June 1.
- F.** 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.
- G.** Participates in a nationally arranged phone call interview with Presidents from two other states for sharing ideas.
- H.** Attends the National Convention or sends the President-elect in his/her place. The MA-ASTA chapter is expected to pay for conference fee, airline tickets, lodging, and at least some meals.
- I.** 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.
- J.** 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.
- K.** 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.

- L.** Maintains ASTA with NSOA files for the organization and submits these to his/her successor upon release from the office. Such files may include:
1. Current information on ASTA with NSOA awards with a list of previous recipients and years.
 2. At least one copy of the Newsletter from the last two years. The Historian could keep files from previous years.
 3. Any other papers that are important to the smooth transition of administrations.
- M.** Appoints a person to solicit and collect tapes for the National High School Orchestra Festival.
- N.** Attends MMEA board meetings as a representative of a liaison organization.

Time Line for Duties of the State President

May 15 Begins term of office in even numbered years
 Receives files from outgoing President See **L.** above.

June 1 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 **C.**

July
 Writes President's Letter for the Newsletter.
 Attends MA-ASTA Summer Conference. (if offered)
 Sees that the Newsletter is published and mailed by mid-August.

August Sees that the Newsletter is published and mailed by mid-August.

Sept.-June Plans, convenes and presides over Board meetings.

September
 Fills out telephone campaign questionnaire and returns to National Office by October 1.
 Receives call from a National Board member in October.

October Participates in the fall phone campaign with National Board members.

January Writes President's Letter for the Newsletter.
 Solicits nominations, perhaps in conjunction with Board members, for Annual Awards.
 Sees that the Newsletter is published and mailed by February 1.

February Sees that the Newsletter is published and mailed by February 1.
 Attends National ASTA Convention (expenses paid).

March
 Plans, convenes and presides over Board meeting for MMEA All State. Thursday evening is best.
 Attends all ASTA-sponsored events at MMEA All state Convention in Boston.
 Attends Board meeting at MMEA.

— — — — —

Duties of the State President-elect

1. Attends State Board meetings. These meetings are held in September, October, November, January, February, April and June and the general board meeting at the MMEA All State Convention.

2. Attends the National Convention if the President is unable to attend. The MA-ASTA chapter is expected to pay for conference fee, airline tickets, lodging, and at least some meals.
3. Observes the duties of the President and becomes familiar with the National and MA-ASTA by-laws. Becomes familiar with the duties of all Board members, both elected and appointed.
4. Immediately becomes President of MA-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 MA-ASTA with NSOA State President."
7. Works with Solo Competition Chair to facilitate competition.

Time Line for Duties of the State President-elect

- May 15 Begins term of office in even numbered years.
- June-Aug Attends Board meetings.
 Attends MA-ASTA Summer Conference.
- February Attends National Convention if state President is unable to attend.
 (expenses paid)
- March Attends all ASTA-sponsored events at MMEA All State Convention in
 Boston.
 Attends Board meeting at MMEA

— — — — —

Duties of the State Past President

1. Attends State Board meetings. These meetings are held in September, October, November, January, February, April and June and the general board meeting at the MMEA 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 report for the past year ending on June 1.
8. Solicits nominations, perhaps in conjunction with Board members, for Annual Awards.

Time Line 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 or she assumes office.
- Sept.-June Attends Board meetings Sept.-June.

Attends MA-ASTA Summer Conference. (if offered)

March Attends all ASTA-sponsored events at MMEA Convention in Boston.
Attends Board meeting at MMEA.

— — — — —

Duties of the State Secretary

1. Attends State Board meetings. These meetings are held in September, October, November, January, February, April and June and the general board meeting at the MMEA All State Convention.
2. Takes minutes for all Board meetings. Submits minutes at next board meeting. Mails minutes to board members not in attendance.
3. Attends the National Convention if the President and President-elect are unable to attend. The MA-ASTA 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 ASTA with NSOA State President."

Time Line for Duties of the State Secretary

May 15 Begins term of office in even numbered years.

Sept.-June Attends Board meetings Sept.-June.
Attends MA-ASTA Summer Conference. (if offered)

March Attends all ASTA-sponsored events at MMEA All State Convention in Boston.
Attends general meeting at MMEA All State Convention.

Feb./March Attends National Convention if state President is unable to attend.
(expenses paid).

— — — — —

Duties of the State Treasurer

1. Attends State Board meetings. These meetings are held in September, October, November, January, February, April and June and the general board meeting at the MMEA All State Convention.
2. The MA-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 as necessary.
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 ASTA with NSOA State President."

Time Line for Duties of the State Treasurer

May 15 Begins term of office in even numbered years.

Monthly Writes checks as directed for MA-ASTA expenses.

Sept.-June Attends Board meetings Sept.-June and makes report of the last year's financial activity to the Board.

Attends MA-ASTA Summer Conference. (if offered)

March Attends all ASTA-sponsored events at MMEA All State Convention in Boston.

Attends/presents annual Treasurer's Report at general membership meeting at MMEA All State Convention in Boston.

— — — — —

Duties of the State Newsletter Editor

1. Attends State Board meetings. These meetings are held in September, October, November, January, February, April and June and the general board meeting at the MMEA All State Convention.

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 National membership chair, who maintains a database of all MA-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 Massachusetts membership.

7. Requests application forms and information notices for state activities such as State Solo Competition, Annual Awards nominations, Summer String Camp, and various workshops.

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.

Time Line for Duties of the State Newsletter Editor

May 15-June 15 Upon appointment by the President, begins term of office in even numbered years.

July 1 Requests mail labels from the National Office for all National Board members and State Presidents and State Newsletter Editors.

Requests mail labels for the MA membership from the National Membership chair.

August Compiles articles, forms, ads for Fall Newsletter

Sept.-June Attends Board meetings Sept.-June.

Attends MA-ASTA Summer Conference. (if offered)

January Requests mail labels from the National Office for all National Board members and State Presidents and State Newsletter Editors.
Requests mail labels for the MA membership from the National Membership chair.
Compiles articles, forms, ads for Feb. Newsletter

March Attends all ASTA-sponsored events at MMEA All State Convention in Boston.
Attends general MA-ASTA meeting at MMEA.

— — — — —

Duties of the All State Conference Organizer/Liaison

1. Attends State Board meetings. These meetings are held in September, October, November, January, February, April and June and at the general board meeting at the MMEA All State Convention.
2. Organizes and plans the annual ASTA with NSOA sessions in conjunction with MMEA in Boston
 - a. Arranges for guest clinicians.
 - b. Plans, in consultation with the Board, workshops to be presented at the Convention and student or faculty to perform at sessions.
 - c. Arranges for rooms to be reserved for the sessions by contacting the MMEA All State Conference Chairperson.
 - d. Submits a schedule for our part of the Convention to the chairperson of MMEA All State (usually in November). Sends this via the Newsletter to our membership.
 - e. Pays or arranges to pay for all bills incurred for our sessions.

— — — — —

Duties of the All National High School Honors Orchestra Coordinator

General Information:

ASTA sponsors the All National High School Honors Orchestra every other year beginning in 2008. The orchestra rehearses and performs at the National ASTA Convention. Guidelines are printed in the January newsletter. Audition tapes are submitted and winners announced in the fall.

1. Coordinator establishes timetable to send invitations, collect tapes, evaluate tapes and send acceptable candidates to National level.
2. Coordinator receives tapes (CD's) and makes initial evaluation eliminating submissions not in compliance with guidelines and requirements.
3. Coordinator assembles a panel to listen to and evaluate candidates deemed acceptable. Panel should reflect MA-ASTA membership (public, private, collegiate teachers).
4. After the panel decides the acceptable candidates, coordinator will notify in writing both students who are going to the next level and those who have been eliminated from the competition.
5. Once finalists have been decided, coordinator will assist in notifying student of MA-ASTA members who will be attending the National ASTA Convention, who may serve as chaperones.

— — — — —

Duties of the State Solo Competition Coordinator

General Information:

MA-ASTA sponsors a Statewide Solo Competition every other year. Guidelines are printed in the Jan/Feb. Newsletter. The MA-ASTA competition becomes the first step of the ASTA National Solo Competition that is held in alternate years. Guidelines come out in the Jan/Feb. issue of the national journal in even-numbered years.

The coordinator sends on state winners and any other worthy tapes to the nation competition, which is held the following spring of odd numbered years. For example, the 2006 MA-ASTA Solo Competition, with tapes due in December 2006, will be the preliminary step of the 2007 ASTA National Solo Competition.

1. Publish rules for state and national competitions in Jan/Feb. state newsletter. Include: deadlines, required repertoire, guidelines for additional repertoire, age categories, information about entry fees and prizes, requirements for winners' performance, application form and contact information for anyone having questions.
2. Assemble a volunteer adjudication committee to listen to performances, preferably with one expert in each instrument. The State Solo Competition should occur between Oct/Nov. It is suggested that standardized adjudication forms 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. Send tapes of winners and any other "honorable mention" players on to national level of competition.
5. Make framed certificates for winners. MA-ASTA will reimburse for materials. Notify MA-ASTA treasurer of winners so he or she can write checks for prizewinners.
6. Consider a showcase performance for winners at MMEA All State Convention.
7. Keep records of each year's winners and of the required repertoire used each year.

Time Line for the State Solo Competition Coordinator

Fall in year preceding competition: set date/site for competition in October/November

Jan/Feb. 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 MMEA All State (if applicable), application form and contact information for anyone having questions to the state Newsletter Editor in time printing.

March-July Solicit donations, advertising sponsors and prizes from vendors

Aug/Sept

Assemble adjudication committee
Arrange for committee to listen to performers

Sept Confirm with participants the date and time of their performance.

Oct After competition, notify all competitors of the list of winners

Dec 1 Submit winners and other worthy tapes to national competition
Items to Give to the Next State Solo Coordinator

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 State Board meetings. These meetings are held in September, October, November, January, February, April and June and the general board meeting at the MMEA All State Convention.

2. Attends all ASTA-sponsored events at MMEA All State Convention in Boston.
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.
5. Communicates with MA-ASTA members in their area of the state and represents their interests to the State Board.

Time Line 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.

Sept.-June Attends Board meetings Sept.-June.
Attends MA-ASTA Summer Conference. (if offered)

March Attends all ASTA-sponsored events at MMEA All State Convention in Boston.
Attends general MA-ASTA membership meeting at MMEA Convention.

— — — — —
 Duties of the State Board Studio Teacher Representative

1. Attends State Board meetings. These meetings are held in September, October, November, January, February, April and June and the general board meeting at the MMEA All State Convention.
2. Attends all ASTA-sponsored events at MMEA All State Convention in Boston.
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.
5. Communicates with MA-ASTA members who are primarily private studio teachers and represents their interests to the State Board.
6. Organizes and/or facilitates workshops of particular interest to studio teachers and their students.

Time Line for Duties of the State Board Studio Teacher Representative

May 15-June 15 Upon appointment by the President, begins term of office in even numbered years.

Sept.-June Attends Board meetings Sept.-June.
Attends MA-ASTA Summer Conference. (if offered)

March Attends all ASTA-sponsored events at MMEA All State Convention in Boston.
Attends general MA-ASTA membership meeting at MMEA Convention.

Duties of the State Board Higher Education Representative

1. Attends State Board meetings. These meetings are held in September, October, November, January, February, April and June and the general board meeting at the MMEA All State Convention.
2. Attends all ASTA-sponsored events at MMEA All State Convention in Boston.
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.
5. Communicates with MA-ASTA members who are primarily involved in higher education and represents their interests to the State Board.
6. Organizes and/or facilitates workshops of particular interest to members who are primarily involved in higher education and their students.

Time Line for Duties of the State Board High Education Representative

May 15-June 15 Upon appointment by the President, begins term of office in even numbered years.

Sept.-June Attends Board meetings Sept.-June.
Attends MA-ASTA Summer Conference. (if offered)

March Attends all ASTA-sponsored events at MMEA All State Convention in Boston.
Attends general MA-ASTA membership meeting at MMEA Convention.