

ASTA WITH NSOA 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 at the time of NDMEA convention.
2. Plans the agenda for the annual business meeting at NDMEA 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 Treasurer
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 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 March.
 - 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-sponsored events such as the Summer Conference, mini-conferences, and other events that may be planned.
 - b. 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.
 - c. State literature lists are updated periodically.
 - d. An annual report written and submitted to the National Office every June 1.
 - e. Organizes and plans the annual ASTA WITH NSOA convention in conjunction with MEA.
 - f. 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: Teacher of the Year, and the Distinguished Service Award. The President places an announcement in every Newsletter asking for nominations from the membership as a whole.
 - g. Plans, in consultation with the Board, workshops to be presented at the convention and student or faculty to perform at sessions.
 - h. Arranges for rooms to be reserved for the sessions by contacting the President of MEA.
 - i. 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.
 - j. Schedules the ASTA WITH NSOA luncheon for the convention.
 - k. Arranges for coffee, juices, and donuts or rolls for the ASTA WITH NSOA sessions.
 - l. Pays or arranges to pay for all bills incurred for our sessions and the luncheon.

- m. 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.
- 6. 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.
- 7. Participates in a nationally arranged phone call interview with Presidents from two other states for sharing ideas.
- 8. Attends the National Convention or sends the President-elect in his/her place. The North Dakota chapter is expected to pay for airline tickets, lodging, and at least some meals.
- 9. 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.
- 10. 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.
- 11. 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.
- 12. 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.
- 13. 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 Local area to avoid extensive travel.

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 are completed. The incoming President does not write the report that is due 15 days after he or she assumes office.
- June-Aug Plans, convenes and presides over Board meeting sometime during the summer.

July	Writes President's Letter for the Newsletter. Sees that the Newsletter is published and mailed by mid-August.
August	Sees that the Newsletter is published and mailed by mid-August.
September	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.
October	Completes State Report by October 1. Participates in the fall phone campaign with national board members.
November	Submits a schedule for ASTA part of the MEA convention to the President of MEA.
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. Plans, convenes and presides over Board meeting for MEA Thursday evening is best. Attends all ASTA-sponsored events at MEA convention. 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 North Dakota chapter is expected to pay for airline tickets, lodging, and at least some meals.
3. Takes minutes for all Board meetings.
4. Observes the duties of the President and becomes familiar with the National and North Dakota by-laws. Becomes familiar with the duties of all Board members, both elected and appointed.
5. Immediately becomes President of NDASTA if the elected President is unable to fulfill his/her duties.
6. Actively recruits new ASTA members and helps to retain current members via telephone, email and personal contacts.
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 NDASTA with NSOA State President."
8. Publishes two Newsletters per year, usually in early August and late January.
9. Solicits members for articles or announcements to be included in Newsletter.
10. 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.
11. Send all Newsletter information, print ready, to Minot State University Music Departments. Minot State University has done the printing and mailing of this for years for no charge if they are allowed a free full page ad.
12. Requests mail labels for the Newsletter from the Membership Chair, who maintains a database of all NDASTA members.
13. 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 North Dakota membership.

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.
July 1	Requests mail labels from the National Office for all national board members and State Presidents and State Newsletter Editors.
August	Sends out news letter to all NDASTA members.
January	Sends out news letter to all NDSTA members
February	Attends all ASTA-sponsored events at NDMEA convention.

Attends Board meeting at NDMEA.

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.
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.
February	Attends all ASTA-sponsored events at NDMEA convention. Attends Board meeting at NDMEA.



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 NDMEA convention.
2. The North Dakota 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 North Dakota 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 NDASTA 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 NDASTA Newsletter. Attends NDASTA 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 NDMEA convention. Attends Board meeting at NDMEA, presents Treasurer's Report.

Presents annual Treasurer's Report at general membership meeting at NDMEA convention.



Duties of the State Middle Level Honors Orchestra Chairman

1. Attends meeting with participating MLHO teachers held the day of the event.
2. Assists the teachers in selecting the agenda items concerning the following year.
3. Reciprocal performance date.
4. Contact and secure clinician for following year. (Honorarium of \$amount plus mileage, motel, and lunch)
5. Assist and make sure that the clinician selects appropriate music. Provide the clinician with a list of music that has been performed in the past—including composer and arranger.
6. Provide NDASTA Newsletter Editor/Pres. Elect with a report of the event and announcement of details for the next event. Publish the application form in the NDASTA 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).
7. Report to the NDASTA board and the General Membership plans for the event at the MEA In-Service Workshop.
8. Receive applications.
9. 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.
10. Mail a letter to each participating teacher announcing: [1] assigned seating of selected students; [2] amount of the entry fee; [3] check to "NDASTA" (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.
11. 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.
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 (3-4 string orchestra selections).
July	Attend NDASTA 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 NDASTA Newsletter editor for publication in the Fall newsletter. August—Be sure that the local host has reserved facilities, etc.
October	Mail details and application directly to past participating teachers.
November	Send application to NDASTA newsletter editor for publication in the January newsletter.
December	Receive applications. Report to NDASTA Executive Board and General Membership.
January	Mail announcements to participating teachers ASAP! Mail seating chart and labels to the local host so that they can make cards to place on the chairs or stands.
February	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:

NDASTA sponsors a state Solo Competition in conjunction with ASTA National Solo Competition. 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 NDASTA Solo Competition, with tapes due in December 2001, will be the preliminary step of the 2002 ASTA National Solo Competition.

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. NDASTA will reimburse for materials. Notify NDASTA Treasurer of winners so he or she can write checks for prizewinners. Make final arrangements with winners and with NDASTA State President for performances at NDMEA 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.