

**NH ASTA WITH NSOA
STATE OFFICERS HANDBOOK**

Duties of the State President

1. Attends at least four (4) State Board meetings per year, creates the agenda and conducts the meetings. These meetings are held in January, June, September and November.
2. Plans the agenda for the annual (all-member) business meeting at Stringfest and conducts the meeting.
3. Appoints or reappoints the appointed positions on the State Board within the first 30 days of office. The current appointed positions are:
 - a. Advertising Chair
 - b. Membership, records and statistics forwards quarterly membership information from national office to membership chair
 - c. Annual Solo Competition
 - d. Stringfest Chair and Conductors
 - e. Librarian
4. Financial responsibilities:
 - a. The President's and Treasurer's names are signed on the signature card for the organization checkbook.
 - b. Authorizes in consultation with the Treasurer and the Board (when needed) the spending of ASTA w/ NSOA funds and deposits into checking account. Sees that all outstanding bills are paid.
 - c. Receives financial report from Treasurer at Board meetings and an annual report for the membership business meeting in March. Forwards national rebate check to Treasurer for deposit.
 - d. *Currently bank statements go directly to Treasurer.
5. President is ultimately in charge of and responsible for seeing that all the following have a coordinator and are planned and carried out:
 - a. Stringfest
 - b. Adult Chamber Music Festival
 - c. Play-In
 - d. Other ASTA-sponsored events such as the Summer Workshop, mini-conferences and other events that may be planned:
 1. Arranges for guest clinicians
 2. Plans, in consultation with the Board, workshops to be presented at the annual conference.
 3. Arranges for conference site.
 4. Arranges for light refreshments and/or luncheon for NHASTA events.
 - 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. Solicits nominations for and arranges for the annual NHASTA String Teacher of the Year Award.
 - g. Pays or arranges to pay for all bills incurred for our sessions and the refreshments/luncheon.

TIMELINE FOR DUTIES OF STATE PRESIDENT

May 15	Begins term of office in even numbered years. Receives files from outgoing president (see #10 above)
June Music Festival	Board meeting *Confirm and contact conductors for Stringfest and Adult Chamber
July/August	Appoints committee for Stringfest Writes President's Message for newsletter Sees that Newsletter is published and mailed by September 1.
September	Board meeting Fills out campaign questionnaire from National Office (e-mail)
October	Participates in fall phone campaign with National Board member.
November spring elections.	Board meeting Odd-numbered years: see that an election committee is formed for
January String Teacher of the Year.	Board meeting Writes President's Message for newsletter Solicits nominations, perhaps in conjunction with Board members, for
February/ March	Sees that Newsletter is published and mailed by March 1. Attend ASTA w/ NSOA National Conference Presides over NHASTA All-Member meeting at Stringfest. Even-numbered years: oversees election of new officers
April Conference.	Possible attendance at NHMEA members' meeting at All-State
May/June	Sees that Newsletter is published and mailed by June 1.

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Duties of the State President Elect

1. Attends four (4) State Board meetings per year and the annual all-member meeting.
2. Attend the National Convention if the President is unable to attend. The NH 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 NH ASTA by-laws. Becomes familiar with the duties of all Board members, both elected and appointed.
4. Immediately becomes President of NH ASTA if the elected President is unable to fulfill his/her duties.
5. Recruits new ASTA members and helps retain current members via telephone, e-mail 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 above.
7. Provides light refreshments for board meetings.

TIMELINE OF DUTIES OF THE STATE PRESIDENT-ELECT

May 15	Begins term of office in even numbered years.
June/September/November	Board meeting
January	Board meeting
February/March	Attends National Conference if necessary Assists president during Stringfest/Annual Meeting

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Duties of the State Past President

1. Attends four (4) State Board meetings per year and the annual all-member meeting.
2. Serves in an overall advisory capacity to all officers as needed.
3. Serves on committees as requested.
4. Communicates regularly with Board members.
5. Alerts President if expenses seem out of line or are not consistent with the budget.
6. Serves as Chair of the Nominating Committee for new state officers.
7. When a President finishes his/her term on May 15, s/he is still expected to write the report for the past year ending on June 1.
8. Presides over the first Board meeting of the new President's term (June).
9. Review files and responsibilities with new President sometime in June.

TIMELINE FOR DUTIES OF THE STATE PAST PRESIDENT

May 15	Begins term of office in even numbered years. Gives files to incoming President and reviews responsibilities.
June	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 s/he assumes office.
June/September/November	Board meetings
February/March	Attends National Conference if necessary Assists at Stringfest/Annual Meeting

**NH ASTA WITH NSOA
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Duties of the State Treasurer

1. Attends four (4) State Board meetings per year and the annual all-member meeting.
2. Maintains and balances the monthly bank statements and sends a photocopy to the President every month. The Treasurer and President will be listed on signature card for the Chapter's account.
3. Prepares periodic financial reports for Board meetings and an annual report to submit to all members at the annual business meeting. An Annual Budget Report--in condensed format--will be published in the summer Newsletter each year.
4. Writes checks for all state expenses and makes deposits to the NHASTA account upon approval of the President. The President may consult the Board in deciding what expenditures should be funded.
5. Oversees the budget and maintains 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 President as described above.
8. Submits paperwork required by the National office every 6 months and State paperwork every 11 - 15 years.

TIMELINE FOR DUTIES OF THE STATE TREASURER

May 15	Begins term of office in even numbered years.
June/September/ November	Attends board meetings and provides reports
March	Provides annual report for all-member meeting
Monthly	Writes checks, makes deposits as directed for NHASTA
August/ December	Submit Treasury report to National Office

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Duties of the State Secretary

1. Attends four (4) State Board meetings per year and the annual all-member meeting.
2. Takes minutes for all Board meetings and provides copy of minutes to the President prior to the next Board meeting.
3. Attends the National Convention if the President and President-elect are unable to attend.
4. Willingly takes on reasonable responsibilities delegated to him/her by the President but does not assume the duties of the President as described above.

TIMELINE FOR DUTIES OF THE STATE SECRETARY

May 15	Begins term of office in even numbered years
June/September/November/January	Attends Board meetings and takes minutes.
March	Attends annual all-member meeting at Stringfest and takes minutes Attends National Convention if President and President-elect are unable to attend.

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Duties of the State Membership Chair

1. Attends four (4) State Board meetings per year and the annual all-member meeting.
2. Maintains an up-to-date list of current and lapsed members based on quarterly reports from the national office (forwarded by President).
3. Contacts new members to inform them of:
 - updates on upcoming events
 - services available
 - +library privileges
 - +private teachers listing
 - +web site
4. Contacts lapsed members to:
 - remind them to renew
 - ask why they discontinued membership

Duties of the State Members-at-Large

1. Attends four (4) State Board meetings per year and the annual all-member meeting.
2. Attends all NHASTA sponsored events.
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.

TIMELINE FOR DUTIES OF MEMBERSHIP CHAIR AND MEMBERS-AT LARGE

May 15	Upon appointment by the President, begin term of office in even numbered years.
June/September/ November/January	Attend Board meetings
March	Attend annual all-member meeting at Stringfest

Other positions:

- Librarian
- New England ASTA Liaison
- MENC Liaison
- Advertising Chair

TIMELINES For NHASTA ACTIVITIES

Stringfest

MARCH

- *Prior to All Member meeting-set date and location for following year
- *At All Member meeting-recruit coordinator and committee of 5 Or 6 to organize the event.

JUNE

- *select conductors for the 4 orchestras (conductors are paid \$ 125.) by 6/1 executive board approves choice of conductors at June board meeting
- *conductors are notified and asked to submit 3 - 5 music selections by mid August.

SEPTEMBER

- *Conductors have submitted programs by 9/1. President has received or acquired copies of scores for each selection.
- *Board reviews scores, selects and approves 3 pieces for each orchestra.

OCTOBER

- * (~10/15) first mailing is sent to NH ASTA members (two people):
 - cover letter
 - program for each group with metronome markings
 - registration forms
 - copies of scores

DECEMBER

- *Registrations are due (12/1). One person enters the information into a data base and sends that information and the checks to the Treasurer.
- *Treasurer orders the music (late December)

JANUARY

- *Second mailing (2 or 3 people):
 - information and schedule for the day
 - directions to site
 - parts for players in colored folders (diff. color for each orch.)
 - health information
 - assignments for participating teachers--at least 2 teachers are assigned to each orchestra.

FEBRUARY

- *Program is typed and printed.
- *Accompanist is secured.

Host school provides for a nurse and custodian (paid by NHASTA).
Parents chaperone lunch period so teachers may attend the All Member meeting.

TIMELINES
For NHASTA ACTIVITIES

Adult Chamber Music Festival

MARCH - JUNE

- *Select 3 coaches for ensembles
- *Confirm festival site

JULY

- *Coaches select pieces for his/her group level
- *Secure scores and parts for coaches and ensembles

Mid-AUGUST

- *Update registration letter and send to NHASTA members, past participants and NH community orchestras (registration due late September)
- *Post information and registration in Fall Newsletter

SEPTEMBER

- *Contact caterer to reserve luncheon for festival date
- *Type participant list

OCTOBER

One week before event:

- *order pastries for AM break
- *Purchase juice, seltzer, coffee, cream, sugar and paper goods
- *confirm caterer's count for luncheon

Day of event:

- *Arrive 1 hour early to set up chairs, make coffee, set up refreshments
- *Check to see if coaches/participants need assistance
- *Assist caterer if necessary
- *Clean up

Follow up:

- Thank you note/e-mail to site host
- Pay caterer's bill

TIMELINES
For NHASTA ACTIVITIES

Play-In

SEPTEMBER

Set up Play-In date (early February) and site (Manchester Community Music School)
by September Board meeting
Update information letter

DECEMBER

mail letter by mid-December

JANUARY

Confirm details with MCMS by early January
*which rooms may be used
*set up and clean up details
Registration due by mid-January
Type participant list

FEBRUARY [day of event.

Set up copies of participant list and other chamber music and/or ASTA brochures
Participants bring own chamber music and set up ensembles (NHASTA has some quartets in library)
Participants bring and set up food/drink for potluck supper
Clean up at end of event

Follow up:

Thank you note/e-mail to site host.

TIMELINES
For NHASTA ACTIVITIES

Summer Workshop

SEPTEMBER

Choose ideas/clinicians for summer workshop
Reserve host site (Concord Community Music School)

DECEMBER - MARCH

Contact clinicians with firm date/fees/ locations
fees = \$100/hour

Announce clinicians at annual all-member meeting (March) and set date for following year's workshop

APRIL/MAY

Confirm clinicians
Contact violin shop-instrument/music dealer for a representative
Contact caterer for lunch details
Update brochure with bios/schedule/lunch arrangements and mail to NHASTA members, past participants, music schools, NHMEA

JUNE

Registrations due early June
Confirm with caterer/host site/clinicians/sales reps
Make arrangements for accommodations for out-of-town clinicians
Day of Event:
 set up rooms
 set up lunch
 Clean up, etc.

NEW ENGLAND ASTA

Biennial Solo Competition
Biennial Summer Workshop