

New Mexico ASTA State Officers' Handbook (2006)

Duties of the State President

1. Attends at least two State Board meetings per year, creates the agenda and conducts the meetings.
2. Plans the annual membership meeting at All State.
3. Appoints the necessary appointed positions on the State Board.
4. Financial responsibilities:
 - a. Authorizes spending of ASTA funds and deposits.
 - b. Receives a financial report from the Treasurer.
 - c. Prepares and files the annual Incorporation report, with \$10 filing fee.
5. The President is in charge of and responsible to see that all the following are planned and carried out:
 - a. NM ASTA recitals
 - b. An election committee is formed and elections are held every two years
 - c. State Awards at the annual meeting at All State
6. Participates in a fall and spring phone interview with a member of the national board about state concerns and activities. A written questionnaire is filled out prior to the call.
7. By June 1 of each year is asked to submit an annual report to the National office of our state activities of the previous year. When a president finishes his term on May 15, he is expected to write a report for that year ending on June 1.
8. Writes the President's Message for each newsletter
9. Maintains NM ASTA files and submits these to his successor.

Timeline for Duties of State President:

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| May 15 | Begins term of office in even numbered years |
| June 1 | Annual Report due in National office |
| June-Aug. | Board meeting to plan recitals and awards |
| Sept. | Sees that newsletter is proceeding. Prepares written questionnaire in preparation for phone interview with national ASTA board member |
| Oct. | Receives call from a national board member Fall Recital: organizes program, arranges for recording, runs recital Membership luncheon/teaching awards: arrange for room at UNM SUB w with NMMEA. Start work on nominations for awards. |
| Nov. | Finalizes plans for Awards and All State. Before Nov. 15, files Annual Report to N.M. Public Regulation Commission |

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| Dec. | Orders Award plaques (early Dec.), orders SUB catering for luncheon |
| Jan. | Annual membership meeting and Awards, during All-State |
| Feb. | Attends national conference, if possible |
| March-April | Spring Recital Sees that newsletter is proceeding. |

Duties of the State President-Elect

1. Attends at least two State Board meetings per year.
2. Attends the national conference if possible.
3. Becomes NM ASTA President if the President is unable to fulfill his duties.
4. Helps President with NM ASTA activities.

Duties of the State Past-President

1. Attends at least two State Board meetings per year.
2. Serves in an advisory capacity to other officers as needed.
3. Helps with Fall and Spring Recitals
4. Helps with Awards at January meeting.
5. Helps with other activities as needed.

Duties of State Secretary

1. Attends at least two State Board meetings per year.
2. Takes minutes at all Board meetings.
3. Assists at Fall and Spring Recitals.
4. Helps with other activities as needed.

Duties of State Treasurer

1. Attends at least two State Board meetings per year.
2. Provides financial report at each Board meeting.
3. Writes checks for NM ASTA activities.
4. Sends Semi-Annual financial reports to National office.
5. Assists at Fall and Spring recitals.

Duties of Newsletter Editor

1. Produces state chapter newsletter at least twice a year, fall and spring, and arranges for distribution to membership by mail or electronically.
2. Writes articles or solicits articles for the newsletter.
3. May solicit advertising for the newsletter, to help with production costs.
4. May maintain a state chapter website, where newsletter and information on the state chapter can be accessed, as well as links to the national ASTA website.