

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

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 SCMEA convention.
2. Plans the agenda for the annual business meeting at SCMEA 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. Member-at-Large (Studio Teacher)
 - b. Member-at-Large (Orchestra Director)
 - c. Newsletter Editor
 - d. Annual Solo Competition
 - e. Cello Choir Weekend
4. Financial responsibilities:
 - a. The President's and Secretary-Treasurer's names are signed on the signature card for the organization's checkbook.
 - b. Authorizes in consultation with the Secretary-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 Secretary-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 Secretary-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. Cello Choir Weekend in September, alternating years between Furman University and the University of South Carolina.
 - b. The state Solo Competition.
 - c. Other ASTA-sponsored events such as the Summer Conference, mini-conferences, and other events that may be planned.
 - d. 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.
 - e. 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 SCMEA (if the Board choose to participate in the given year's SCMEA convention)
 - 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 Studio Teacher of the Year Award and the Orchestra Director of the Year Award. The President places an announcement in every Newsletter asking for nominations from the membership as a whole. The Board also makes nominations. The Board votes on Award winners based on submitted 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 SCMEA.

- e. Submits a schedule for our part of the convention to the President of SCMEA (usually in November). Sends this via the Newsletter to our membership.
 - f. Schedules the ASTA WITH NSOA luncheon for the convention. Arrangements for the rooms are handled in conjunction with the Charleston Convention Center.
 - g. Arranges for coffee, juices, and donuts or rolls for the ASTA WITH NSOA sessions. Food will be provided via a sponsor (to be decided).
 - 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 SCMEA to be included in the SCMEA Board Book for the SCMEA convention. Attends the SCMEA 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 South Carolina chapter is expected to pay for airline tickets, lodging, and 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 added to SCASTA's files.
 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. Cello Choir Weekend 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.
 - d. Any other papers that are important to the smooth transition of administrations.

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. A copy of this report is kept with the files in the possession of the President. Makes appointments to those posts listed above in #3.
June-Aug	Plans, convenes and presides over Board meeting sometime during the summer. Columbia is centrally located and relatively convenient for most Board members.

- July Writes President's Letter for the Newsletter.
Sees that the Newsletter is published and mailed by mid-August.
- September Plans the ASTA workshops for the SCMEA convention; secures clinicians.
Reserves rooms for SCMEA.
Fills out telephone campaign questionnaire and returns to National Office by
October 1. Receives call from a national board member in October.
Schedules the SCMEA ASTA luncheon with the Hyatt Regency Hotel.
Solicits nominations, perhaps in conjunction with Board members, for Annual Awards.
- 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 SCMEA convention to the President of
SCMEA.
- January Writes President's Letter for the Newsletter.
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 SCMEA Thursday evening is best.
Attends all ASTA-sponsored events at SCMEA convention.
- Feb./March Attends National Convention (expenses paid).
- April Completes State Report by April 1. Participates in the spring phone campaign with
national board members.

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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 SCMEA convention.
2. Attends the National Convention if the President is unable to attend. The South Carolina chapter is expected to pay for airline tickets, lodging, and meals.
3. Observes the duties of the President and becomes familiar with the National and SCASTA by-laws. Becomes familiar with the duties of all Board members, both elected and appointed.
4. Immediately becomes President of SCASTA 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 South Carolina ASTA with NSOA State President."

Timeline for Duties of the State President-elect

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

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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 SCMEA 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

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| 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 SCMEA convention. |

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Duties of the State Secretary-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 SCMEA convention.
2. Takes minutes for all Board meetings.
3. Attends the National Convention if the President and President-elect are unable to attend. The South Carolina chapter is expected to pay for airline tickets, lodging, and meals.
4. The South Carolina 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 Secretary-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.
5. Will maintain and balance the monthly bank statements and send a photocopy to the President every month. The Secretary-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.
6. Writes checks for all state expenses.
7. Oversees the budget and maintain excellent records of all credits and debits.
8. In consultation with the President, requests an audit by an outside accounting firm, if so directed by a majority vote of the Board.
9. 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 South Carolina ASTA WITH NSOA State President.”
10. Maintains a database of state members from information received from the national ASTA WITH NSOA office

Timeline for Duties of the State Secretary-Treasurer

February	Attends all ASTA-sponsored events at SCMEA convention. Attends Board meeting at SCMEA, takes minutes.
March	Attends National Convention if state President and President-elect are unable to attend. (expenses paid).
May 15	Begins term of office in even numbered years.
Monthly	Writes checks as directed for SCASTA expenses.
June-Aug	Attends Board meeting sometime during the summer, takes minutes, and makes report of the last year’s financial activity to the Board. Send Annual Budget to Editor for publication in the summer SCASTA Newsletter.
August 1	Bi-annual Secretary-Treasurer’s Report due to national office for the six months ended June 30.

- February 1 Bi-annual Secretary-Treasurer's Report due to national office for the six months ended December 31.
- February Attends all ASTA-sponsored events at SCMEA convention.

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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 SCMEA 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 Secretary-Treasurer. The Secretary-Treasurer will inform the editor of the financial credit or debit of each advertiser.
5. Requests mail labels for the Newsletter from the Secretary-Treasurer, who maintains a database of all SCASTA members.
6. Requests mail labels from the National Office for all national board members and State Presidents and State Newsletter Editors. Newsletters may be mailed to these people as well as the South Carolina membership.
7. Requests application forms and information notices for state activities such as Cello Choir Weekend and the Solo Competition.
8. Photocopies (collated and stapled) enough Newsletters for those listed above in #5 (and possibly #6). Staples folded Newsletters and affixes mail labels to Newsletters that are folded in half. Student help is certainly beneficial for these tasks.

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.
July 1	Requests mail labels from the South Carolina ASTA Secretary-Treasurer.
January 1	Requests mail labels from the South Carolina ASTA Secretary-Treasurer.
February	Attends all ASTA-sponsored events at SCMEA convention.

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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 SCMEA convention.
2. Attends all ASTA-sponsored events at SCMEA convention.
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.

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.

February Attends all ASTA-sponsored events at SCMEA convention.

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Duties of the State Solo Competition Chairman

General Information:

SCASTA sponsors a state Solo Competition every other year as per ASTA with NSOA guidelines. Guidelines are printed in the summer newsletter preceding the competition. Audition tapes are submitted and winners announced in December. The SCASTA 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 2006 SCASTA Solo Competition, with tapes due in December 2006, will be the preliminary step of the 2007 ASTA National Solo Competition. SCASTA 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. 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 SCMEA, application form and contact information for anyone having questions.
2. 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 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. In years of national competition, send tapes of winners and any other "honorable mention" players on to national level of competition.
5. Make framed certificates for the winners. SCASTA will reimburse for materials. Notify SCASTA Secretary-Treasurer of winners so he or she can write checks for prizewinners. Make final arrangements with winners and with SCASTA State President for performances at SCMEA Convention.
6. Introduce winners at their performances. Present them with their prize checks and framed certificate after the performance.
7. Keep records of each year's winners.

Timeline for the State Solo Competition Chairman

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 SCMEA, application form and contact information for anyone having questions to the state Newsletter Editor in time for summer newsletter.
December	<ol style="list-style-type: none">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 SCMEA.
- 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

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Duties for Cello Choir Weekend Chair

The Cello Choir Weekend is an semi-autonomous event that is sponsored by SCASTA. The organizers maintain their own procedures and schedules, subject to approval by the SCASTA Board.