



SDSTA State Officers' Handbook:
Officers' Duties and Timelines

Completed December 2005

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Duties of the State President

1. Confers with board members via email, phone or meeting to discuss and plan upcoming events.
2. Plans the agenda for the annual business meeting at SDMEA 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. Treasurer/Secretary
 - b. Lucy Weed Solo Competition Chair
 - c. J. Laiten Weed Honors Orchestra Chair
 - d. Members-at-Large
 - e. Newsletter Editor
4. Financial responsibilities:
 - a. 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.
 - b. Receives a financial report from the Treasurer at least twice a year.
 - c. Currently the bank statements go directly to the Treasurer.
 - d. Sends treasurer's report and rebate check to the Treasurer when it is received.
5. The President is ultimately in charge of and responsible to see that all the following are planned and carried out:
 - a. J. Laiten Weed Honors Orchestra
 - b. Lucy Weed Solo Competition
 - c. Other ASTA-sponsored events that may be planned.
 - d. An election of officers held every two years. A president-elect must be elected during the fall.
 - e. Submits a report to the national office in the fall and spring.
6. Organizes and plans the annual ASTA with NSOA convention in conjunction with SDMEA in Brookings:
 - a. Arranges for guest clinician.
 - b. Plans, in consultation with the Board, a workshop to be presented at the convention and student or faculty groups to perform during the two orchestra time slots.
 - c. Arranges for rooms to be reserved for the sessions by contacting the South Dakota State University String Chair.
 - d. Schedules the ASTA with NSOA luncheon for the convention. Gives a rough estimate of number who will be attending.
 - e. Pays or arranges to pay for all bills incurred for our sessions and the luncheon.
7. Participates in a fall and spring phone interview with a member of the National Board about state's activities and concerns. A written questionnaire is filled out prior to the 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.
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. State and national handbooks and procedures
 - b. State membership information
 - c. Past agendas and minutes
 - d. At least one copy of the newsletter from the last two years.
 - e. Previously filed chapter reports
 - f. Information on the Lucy Weed Competition
 - g. Information on the J. Laiten Weed String Competition including Rapid City contract
 - h. Prior awards given
 - i. Any other papers 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 #12 above
June	Writes President's Letter for the Newsletter Submits request to the national office for mailing labels to be sent to the Newsletter Editor
July	Sees that the Newsletter is published and mailed by mid-July Consults with the board about the SDMEA convention
September	Plans the ASTA workshops for the SDMEA convention; secures clinician and performing groups Reserves rooms for SDMEA Schedules the SDSTA luncheon to be held at SDMEA Fills out the State of the Chapter Report for the national office Writes President's Letter for the Newsletter Submits request to the national office for mailing labels to be sent to the Newsletter Editor
October	Attends Lucy Weed Solo Competition in even numbered years

- Sees that the Newsletter is published and mailed by mid-October
Submits the State of the Chapter report to the national office
Participates in the fall phone campaign with National Board members
Finalizes ASTA workshops for the SDMEA convention with SDSU String Chair
Prepares agenda for SDSTA business meeting held at All-State Orchestra
Presides over SDSTA business meeting held at All-State Orchestra
Helps select a conductor for J. Laiten Weed Honors Orchestra
- February Prepares agenda for SDSTA business meeting held at SDMEA conference.
Presides over SDSTA business meeting held at SDMEA conference.
Attends all ASTA-sponsored events at SDMEA convention in Brookings
Attends J. Laiten Weed Honors Orchestra
- March Fills out the State of the Chapter Report for the national office.
Attends National Convention
- April Submits the State of the Chapter report to the national office.
Participates in the spring phone campaign with National Board members



Duties of the State President-Elect

1. Confers with board members via email, phone or meeting to discuss and plan upcoming events.
2. Attends the National Convention if the President is unable to attend.
3. Observes the duties of the President and becomes familiar with the National and SDSTA by-laws. Becomes familiar with the duties of all Board members, both elected and appointed.
4. Immediately becomes President of SDSTA 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 Dakota ASTA with NSOA State President."

Timeline for Duties of the State President-Elect

May 15	Begins term of office in even numbered years
October	Attends SDSTA business meeting at All-State Orchestra Attends Lucy Weed Solo Competition in even numbered years
February	Attends all ASTA-sponsored events at SDMEA convention in Brookings Attends business meeting at SDMEA Attends J. Laiten Weed Honors Orchestra
March	Attends National Convention if state President is unable to attend



Duties of the State Past President

1. Serves in an overall advisory capacity to all officers as needed
2. Serves on committees as requested
3. Communicates regularly with Board members
4. Alerts President if expenses seem out of line or are not consistent with the budget
5. 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 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. |
| October | Attends business meeting at All-State Orchestra |
| February | Attends all ASTA-sponsored events at SDMEA convention in Brookings
Attends business meeting at SDMEA |



Duties of the State Secretary/Treasurer

1. Attends the two general meetings per year. These meetings are normally held in conjunction with the SDMEA In-Service in February and with All-State High School Orchestra in October.
2. Takes minutes at all meetings; prepares minutes and financial report for each meeting.
3. Maintains the SDSTA bank account, depositing all revenues and paying all bills and expenses as needed, keeping detailed records of all credits and debits.
4. Balances the checkbook monthly and makes required semiannual reports to ASTA.
5. Works with J. Laiten Weed Honors Orchestra chair to prepare programs for the Honors Orchestra concert. For many years this has included sales of advertising space in the program book, which has been one of SDSTA best sources of revenue.

Timeline for Duties of the State Secretary/Treasurer

July	Begin term of office in even numbered years Prepare and submit financial report to ASTA for first half
October	Prepare minutes and financial report for All-State SDSTA meeting Attend meeting, take minutes, prepare minutes for publication in
Newsletter	Coordinate assignments with members helping with ad sales

Nov.-Dec. printing	Contact printer and establish deadlines for Honors Orchestra program Contact previous advertisers about renewals; solicit new advertisers Get information for program book from Honors Orchestra clinician and/or chair Pay any advance costs (e.g., reservation fees, music purchase or rental, mailing expenses) as they come due
January	Lay out Honors Orchestra program book and send to printer Prepare and submit financial report to ASTA for second half
February Newsletter	Prepare minutes and financial report for SDSTA meeting Attend meeting, take minutes, prepare minutes for publication in Pay agreed fees and expenses for any In-Service clinician Pay Honors Orchestra housing expenses, meal expenses, transportation, conductor's honorarium, etc.



Duties of the State Newsletter Editor

1. Publishes two to four Newsletters per year.
2. Solicits members for articles, announcements, etc. to be included in the Newsletter.
3. Collects articles and ads sent by the National ASTA with NSOA office for inclusion in the Newsletter.
4. Publishes advertising rates and collects any ads to be included in the Newsletter.
5. Notifies the state president several weeks before publication of a Newsletter so that the president can submit a PRESIDENT'S MESSAGE and request mailing labels from the National Office.
6. Publishes a state member's directory in a Newsletter at least once each year. Keeps a record of new addresses of any members known to have moved since the mailing labels were printed.
7. Publishes announcements of state events such as Honors Orchestra, meetings, workshops, etc.
8. Publishes a membership application in each Newsletter so that members can give an application to a friend or student.
9. Copies Newsletters and mails them to all state members, National Board members, editors and/or presidents of ASTA chapters in surrounding states. Distributes

Newsletters to potential new members.

10. Stays informed of proceedings at all state chapter meetings and attends such meetings when possible.

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	Consults with the board 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 Requests mail labels from the SDSTA President
October	Requests mail labels from the National Office for all National Board members and State Presidents and State Newsletter Editors Requests mail labels from the SDSTA President Attends All-State Orchestra
February	Attends all ASTA-sponsored events at SDMEA convention in Brookings



Timeline for Duties of the J. Laiten Weed Honors Orchestra Chairman

October

1. After All-State Orchestra results are public, make a list of selected students for Honors Orchestra. The HO will consist of the top chairs in each of the string sections: 12 **first** violins to be divided into 6 -1st and 6 -2nd violins, 4 violas, 4 celli, and 2 double bass. Alternates will be the next chair people.
2. Distribute letters to the directors at All-State regarding Honors Orchestra.
 - A. The directors information includes:
 - Dates, location, conductor, music selections, lodging information
 - Registration fee (\$25) payable to SDTSA and due date
 - A list of students
 - A copy of student information letter, registration form, medical form, and code of conduct.
 - B. The student letter (distributed by directors) includes:
 - Student information letter

- Registration form
 - Medical form
 - Code of conduct rules
3. Have host town coordinator secure lodging and eating reservations for February.
 4. Secure music

November

1. Get music ready to send out to new members with correct bowings etc.

December

1. Send music to new members with a letter explaining student liability for lost parts and responsibility for learning parts before coming to the event.
2. Send the following information to Secretary for the program book
 - List of students with their school teacher and private teacher
 - Student personnel list
 - Program selections with correct concert order.
 - Bibliography and picture of the guest conductor.
3. Send collected student registration fees to Secretary/Treasure for deposit.

January

1. Determine rehearsal schedule
2. Determine audition schedule and secure sites for auditions
3. Arrange for audition judges and send them parts to study.
4. Line up Chaperones
5. Send students final letter regarding:
 - What to bring
 - Audition schedule
 - Rehearsal schedule and itinerary
 - Rooming list
 - Final Bill (\$20) payable to SDSTA
6. Send conductor and site coordinator
 - Itinerary
 - Other pertinent information
7. Send rooming list to hotel

February

J. Laiten Weed Honors Orchestra

Hotel

- Greet and check-in students, directors and chaperones into hotel.
- Collect final fees

Auditions

- Have adjudication forms ready for each instrument
- Oversee auditions

Rehearsals

- Have music folders and pencils ready for first rehearsal
- Announce chair placement
- Introduce conductor for the first rehearsal.

Concert

- Welcome audience and introduce conductor and orchestra
- After concert collect music

FEBRUARY (continued)**SDASTA meeting**

1. Start planning for next year.
 - Secure a conductor (Honorarium of \$900 plus expenses)
 - Secure location to host event
 - Determine site coordinator
 - Arrange for lodging
2. Send info to conductor to select music
 - Copies of past programs
 - CD of past concert
 - Guidelines:
 - ✓ 60-70 minutes of music
 - ✓ Approximately 15 hours of rehearsal time

March/April/May

1. Finalize the music selections with the conductor.

2. Secure music and get bowings



Duties of the State Solo Competition Chairman

Mission Statement:

The purpose of the Lucy Palermo Weed String Competition is philosophically and financially support the mission of the ASTA/SDSTA and J. Laiten Weed in recognizing the importance of, investing the means for and actively promoting the continuation of a string competition.

The goals of the Weed Competition Committee are:

1. To aid in the growth and development of regional string students.
2. To provide within the boundaries of the competition an atmosphere conducive to learning.
3. To promote the winners of the Weed Competition as competent and qualified candidates for the ASTA National Solo Competition.

Timeline for the State Solo Competition Chairman

September (non-competition year)

1. Establish the competition dates for the upcoming year – **and proceed immediately to Mt. Marty College to reserve date and initiate contract.**
2. Review financial data – estimate of income available – begin budget development.
3. Divide up committee responsibilities – publicity, scholarships, administration.
4. Request that SDSTA provide name of South Dakota judge (this should be an agenda item at the All-State SDSTA meeting).
5. Selection of Nebraska and Iowa judges (letters should go out immediately and be sure to ask for confirmation in writing no later than January 15).
6. Ascertain the funding request for the Weed Honors Orchestra from SDSTA President.
7. Written notification to SDSTA, ISTA and NSTA Presidents of competition date with request that this be published in autumn issue of state newsletter.
8. Letter to ASTA Competition Chair – same information.

December (non-competition year)

1. Proposed budget should be ready for review.
2. Confirm facility reservations.
3. Order mailing labels from ASTA national office.
4. Discuss publicity strategies.
5. Request Honors Orchestra check in writing – this must be approved by the committee – check is cut at the end of the year.

January

1. Confirm Honors Orchestra check.
2. If judges have not confirmed by January 15, **CALL THEM!! THEY MUST CONFIRM IN WRITING!**

3. Competition brochure – do as much updating as possible – much of it can be formatted in advance – check with Bollers on available stock – have it ready except for repertoire (generally released late January, early February).
4. Competition poster – see above – mailing date mid-March.
5. If hard copy of facility contract has not arrived – go get it!!

February

1. First week – Committee meets to discuss upcoming SDSTA meeting in Brookings – send representative from committee to meeting to give update and answer questions.
2. General assessment of competition scholarships should be made with continuing discussion of committee philosophy.
3. After repertoire is received from National Chair – complete brochure, print and mail – should be able to turn this around in a week – copy of brochure should be mailed to committee members.
4. Weed Honors Orchestra – nice for someone from the committee to attend, if possible.

March

1. Competition poster – completion and mailing with mid to late March deadline.
2. Letter to all administrative assistants “on-site”, stating date of competition.
3. YC Scholarship approach must make spring board meeting – letters to Iowa and Nebraska to ascertain their continued support and terms – get it in writing.
4. Write letter to ISTA, NSTA, SDSTA Presidents concerning repertoire list – encourage them to print the repertoire plus all other info on competition – Do not take the goodwill of Nebraska and Iowa for Granted! They need to be fully informed, encouraged and appreciated!
5. If you do not have written confirmation from three judges you could be in big trouble!
6. Letters to accompanists – order repertoire scores.
7. Room reservations for judges – Mulberry Inn

April, May, June – Take a break!

July

Committee meets to determine where they are and where they are going. Things to be discussed are:

1. Scholarships confirmed? Who will serve on scholarship committee?
2. Judges and accompanists?
3. Publicity concerns?
4. Adequate administrative staff?
5. Insurance?
6. Do we have any money?
7. Will we have any contestants?
8. Reception?
9. Finalists' recital?

August

1. Sweatshirts: go to Wal-mart – buy Jerzees brand ZL – pick a color – Bollers' will do screen – be creative – they also know “Mike” who does this really cheap (will have to acquire quantity over time but this works well because will not have final count until mid-September.
2. Certificates – need more “Participation Award” certificates – Yankton Printing did this for us.
3. Contact food service at Mt. Marty College for competition goodies – remind them of any “mistakes” made last year.
4. Call administrative staff and make final confirmation.
5. Send scores to accompanists.
6. Address publicity concerns as needed.
7. Room reservations for accompanists – Yankton Inn

September

1. Schedule committee meeting after registration deadline to discuss final assignments and details.
2. Letter to scholarship committee concerning duties and meeting time.
3. Schedule of publicity interviews, etc.
4. Dinner reservations and guest list for judge's dinner.
5. Ascertain whether SDSTA President will be at competition.
6. Go to Mt. Marty and visit with Jack Lyons and with Mary Abbott about facilities – talk about piano tuning.
7. Purchase administrative supplies.
8. Schedule meeting with administrative staff for Thursday before competition – get on calendars fairly early in the month.
9. Begin to “work” with registrations as they arrive – two day turnaround on scheduling and paperwork after deadline –i.e. deadline is generally the Friday two weeks before competition – all contestant packets should be mailed on the following Monday.
10. Final schedule to judges and accompanists by Tuesday following deadline.
11. Go over to Mulberry Inn and talk to Millie about judges – serve breakfast early.

October

FINAL COMPETITION CHECKLIST:

- Administrative Staff – meeting and assignments scheduled
- Food Service
- Final Tour of Facilities
- Insurance
- Recital Programs to Bollers
- Administrative Packets for Contestants
- Administrative forms (judge's ballots, timesheets, award certificates, category programs, who has the stopwatch?)

- Pick up sweatshirts
- Reception
- Judges checks plus mileage

FOLLOWUP CHECKLIST: (week following competition)

- Call National Chairman and rave about the competition
- Checks, ballots and semifinal recording instructions (as indicated) to winners, recording deadline, request for resume with recording
- Letter to all other contestants with judges ballots
- Press releases to winners' hometown paper
- Thank you to judges
- Thank you to accompanists with mileage checks
- Thank you to administrative staff and reception hostesses
- Press release to P&D
- Write all state presidents with justification of competition – how many entries from each state – winners, teachers, award money and scholarships – request that this information be placed in newsletters.

BY END OF OCTOBER

1. Committee meet for wrap-up
2. Get a perspective on finances
3. Find out what Weed Honors Orchestra funding will be for next year – approve.
4. Estimate semi-final recording fees – approve

JANUARY

- Recordings to semi-final with entrance fees and applications

FEBRUARY

1. Committee meets in advance to SDSTA meeting in Brookings – share “actual costs” of the competition committee against “proposed budget”
2. Notification of national finalists.

MARCH

1. Committee meets to finalize travel expenditures for finalists.
2. Checks mailed.

APRIL: National Finals

