

TexASTA State Officers' Handbook: Officers' Duties and Timelines
Texas Chapter of ASTA
Revised July, 2006

Duties of the State President

1. Oversee all activities of the state organization:
 - Call meetings, create agendas for, and conduct all board meetings and membership meetings
 - Send agenda to the Board several days prior to meeting (e-mail)
 - Serve as program chair for organizing convention clinics
 - Coordinate activities between the other officers
 - Release publicity
 - Stay up-to-date on chair activities and see that necessary schedules are met.
 - Communicate regularly with all Board members.
 - Contact national office for necessary forms, brochures, publications, etc.
 - Prepare packet of constitution, by-laws, and duties for each Board member.
 - Actively recruit new ASTA members and help to retain current members via telephone, e-mail, and personal contacts. Encourage all Board members to do the same.
2. Write 'President's column' for each newsletter issue. Send editor other information to be used as articles, filler and/or bulletin board items. See that all newsletter contributors meet the deadline for newsletter (two issues in odd-years and three issues in even-years). Third issue is the election newsletter.
3. Schedule board meetings as needed:
 - Executive board: February, July, and September
 - Executive Board Conference Call in June, if necessary.
 - General Membership Meetings: TMEA and TODA Conventions
4. Design letterhead for officers and appointed committee chairmen.
5. Solicit nominations for and arrange for the annual state awards to be given: Marjorie Keller Young Educator Award(s), and Phyllis Young Studio Teacher Award and the biennial Administrators Excellence Award. The President places the updated nomination forms in the Fall newsletter as appropriate.
6. Request time slots for Executive Board Meeting, General Membership Meeting, and at least one clinic at TMEA and TODA by respective deadlines (TMEA on-line).
7. Turn in specific clinic requests to TMEA and TODA by respective deadlines (TMEA on-line by June 1st).
All clinics/clinicians must be approved prior to submission by the TexASTA Board.
8. Complete ASTA state report twice a year by deadlines. Keep all records current with ASTA requirements.
By June 1 of each year the annual report is due to the National Office describing TexASTA activities for the previous year. When a President finishes his/her term on May 15, he/she is still expected to write the report for that year ending June 1.
9. Appoint or re-appoint the appointed chair positions on the State Board within the first 30 days of office. The current appointed positions are: treasurer, solo competition chair, private studio chair, advertising chair, National High School Honor Orchestra Chair, webmaster, and publications chair.
10. Financial responsibilities: President's and Treasurer's names are signed on the signature card for the checkbook. Two signatures required for expenses over \$600.00. Stay in contact with Treasurer to see that all bills are paid and all deposits made in timely manner. Review the bank statements on a monthly basis.
11. Attend related professional meetings:
 - State Officer meetings at National Conventions
 - Conventions, TMEA and TODA
 - Related meetings (arts organizations, coalition)

12. Encourage the use of ASTA grants and turn in grant proposals on time.
13. Prepare for National ASTA twice yearly phone interviews. A questionnaire will be sent from the national office.
14. Keep up with Presidential correspondence, e.g. congratulatory letters to award winners, competition winners, reminder to chairs about deadlines approaching, etc.
15. Continue updating notebook and retaining pertinent information to be passed on to the incoming President. Such items would include correspondence, a copy of each newsletter, awards given with list of previous recipients, clinics, articles, and any other papers that are important to the smooth transition of administrations.

Timeline for Duties of the State President

May 15 Begin term of office in even-numbered years. Receive notebook/files/discs from outgoing President.

- Appoint Solo Competition Chair, newsletter editor, national honors orchestra chair, Private Studio Chair, Webmaster, Publications Chair, and Advertising Chair. Chairs are appointed for a two-year period coinciding with the state President's term of office.
- Continue updating the activity files begun as President-Elect. This will be the record of your tenure.
- Familiarize yourself with the responsibilities of each position and contact chairs regarding the progress of the activities.
- Call TODA President to confirm TODA Convention events: executive board meeting, general membership meeting, and at least one TexASTA clinic (New Teacher).
- Set up spring executive board phone conference (usually right after the conclusion of the school year).
- Contact Advertising Chair about updating advertising letter, setting advertising prices, establishing deadlines for camera-ready art and mailing advertising information to the advertising list.
- Develop TMEA clinic ideas, in consultation with Board, to meet June 1st. deadline.
- Make decision on TMEA clinic by e-mail or conference call.

June

- Chair the executive board phone conference. Share your long-range goals for the organization, discuss budgetary concerns, bring the new board members up-to-date on activities.
- Prepare/up-date material ,with board help, for New Teacher Handbook. Publish and bring to convention. Handbook is used for 2 years.
- Check with TODA President to confirm dates, times, and information to be published in convention program. Check TODA website for convention program copy.
- By June 1st submit TMEA proposals on line for General Membership Meetings and clinic schedules, suggestions and Executive Board Meeting.
- Prepare for TODA meetings and clinic presentations.

July

- Prepare for TODA Executive Board Meeting, General Membership Meeting and new teacher session. Confirm times, items delegated to bring to the convention, and check on progress of projects.
- Prepare content list of material for fall newsletter. September 1st deadline.
- Establish date/time/location for fall Executive Board Meeting.
- Mail rebate check to Treasurer

August

- Check on status of minutes from Secretary
- Check newsletter deadlines with publisher. Send table of contents and all materials. Publish a membership directory as an insert in the fall publication. Order excel file from national office.
- Check on status of advertisers with chair. Follow up with e-mails to companies reminding advertisers that have not yet responded.
- Submit nomination for Elizabeth Green Award.
- Send letter to university campuses encouraging their Student Chapters and/or starting a Student Chapter.
- Arrange date, location/facility for Fall Executive Board Meeting.

September

- Order excel file for newsletter mailing (complete Texas membership, national officers, state Presidents and state editors.)
- Prepare agenda and materials for Executive Board Meeting. Send copies of agenda to all board members and committee chairs. Preside over Fall meeting; include discussion of sessions/clinicians for next two years of your term of office.
- Follow up on newsletter production
- Send out letters to invite clinicians for TexASTA Master Teacher: Tricks of the Trade clinic at TMEA (2006, 2008). Call to confirm speakers (3) and send written notification. Additional writers may be contacted by mail first. See file for handout format and additional information for the Master Teacher Session: Tricks of the Trade (in even-numbered years).

October

- Complete State report by October 1st and send to national office.
- Prepare answers for state President phone campaign from ASTA. A national officer will call and ask you questions regarding the Texas chapter.
- Confirm dates, times, and publication information for TexASTA events at TMEA with Orchestra Division Vice-Chairman as well as with the state TMEA office.
- Quarterly membership update arrives from the national ASTA office.
- Mail rebate check to Treasurer.

November

- Send in National Honors Orchestra qualifying students (2007, 2009).
- Contact Board to discuss award applicants.
- Contact TMEA Office to request Administrator Award, New Teacher Award, and Studio Teacher Award recipients to be recognized at the TMEA Second General Assembly as an agenda item. Administrator Award in even-years; others are annual awards.
- Contact *TexASTA New Teacher Award Winner* and *PhyllisYoung Studio Award winner*. Write a congratulatory letter and request biography and photo of each winner for the newsletter article. Invite to receive award at the TMEA convention. Write letters to recipients' principal, music supervisor, and superintendent, as applicable.
- Contact *TexASTA Administrator Award Winner* (2008). Write a congratulatory letter and request biography and photo for the newsletter article. Invite to receive the award at the TMEA convention.
- Order plaque for out-going Past-President and gifts for other executive board members for presentation at the TMEA convention (2008). Consult with Board.
- Begin developing ideas for ASTA special projects grant.

December

- Send congratulatory letter to state solo competition finalists (2007, 2009).
- Set up TMEA performance schedule with the assistance of the Solo Competition Chairman at the General Membership Meeting (2007, 2009).
- Confirm equipment needs of clinicians and submit to TMEA (both years!).
- Check with Past-President (chairman of the nominating committee) for the finalized list of members running for office. (2007, 2009).
- Write cover letter for ballot/election newsletter (2007, 2009).

January

- Send February executive board agenda by e-mail.
- Confirm executive board arrangements for meeting at TMEA.
- Prepare for General Membership Meeting, clinic, and/or performances of solo competition winners at TMEA.
- Mail-out of ballots to TexASTA membership (2008, 2010). This is the election newsletter. Order excel file for election mailing. Request addresses for complete Texas membership.
- Mail-out deadline is January 30; Return deadline is March 15
- Work with Secretary to solicit advertising from summer music camps.
- Quarterly membership update arrives from the national ASTA office.
- Mail rebate check to Treasurer.

February

- Check on Special Projects Grants Deadline.
- Prepare and preside at executive board, General Membership Meeting and clinic at TMEA.
- Verify newsletter contents and deadlines.
- Delegate New Teacher Handbook update sections to board members (2008, 2010).

March

- Ballot counting deadline is March 15 (2008, 2010)
- Even years, inform all candidates of election results by phone and formal letter. If possible, print the results, bios and/or photos in the newsletter. Notify ASTA of new officers and contact information.
- Order excel file for newsletter mailing. Request addresses for complete Texas membership, national officers, state Presidents and state editors.
- Newsletter material preparation and production.
 - Check with board members for article progress.
 - Check on advertising with Advertising Chair.
 - Write article for newsletter
 - Prepare filler material
- Prepare information for the ASTA state President phone campaign.

April

- National conference-TexASTA will pay part or all (air fare, hotel room, \$35.00 per diem for meals and registration fee) of the President's expenses for this conference, provided the budget allows for it and there are funds in the treasury. It is best for the President-Elect to attend the second year of the term when they are only one month away from taking over the presidency.
- Complete state report by April 1st and send to ASTA.
- Quarterly membership update arrives from the national ASTA office
- Mail rebate check to Treasurer
- Follow up on delegated Executive Board Meeting items.

Duties of the State President-Elect

1. Attend board meetings:
 - Executive board: February, July, and September.
 - Executive Board Conference Call in June
 - General Membership Meetings- TMEA and TODA Conventions.
2. Attend national ASTA conferences, when possible.
3. Chair the new teacher-mentoring program. Report activity to Board at each meeting.
4. Work with President on the publication of newsletter.
5. Update sections of New Teacher Handbook as delegated.
6. Maintain this time-line, managing additional duties as they arise. He/She immediately becomes President if the elected President is unable to fulfill his/her duties.
7. Keep a file of each activity and elected office responsibilities as part of permanent record of term in office. Update this time-line and record all pertinent data on a disc to be passed on to the incoming President-Elect.
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9. Observe the duties of the President and become familiar with the National and TexASTA by-laws. Become familiar with the duties of all Board members, both elected and appointed.
10. Chair the nominating committee (2007, 2009).

Timeline for Duties of the State President-Elect

May 15 Begin term of office in even-numbered years

- Review President-Elect duties and calendar
- Begin report file for the following correspondence:
Agendas-executive & general membership
President's report for board meetings
Minutes
Newsletters
Awards
Constitution & by-laws
TexASTA competitions-solo, natl. honors orch
Treasurer's reports
New Teacher Handbook
National ASTA Office information

June

- Submit New Teacher Handbook updated information to President
- Prepare report of any additional contact of teacher mentoring
- Prepare for TODA convention executive board and General Membership Meeting

July

- Help proof the New Teacher Handbook before publication
- Participation in executive board and General Membership Meetings
- Develop new project ideas
- Serve as a Presenter at the new teacher session at TODA with the Keller awardee.

August

- Determine procedure for:
 - obtaining information about new teachers in Texas from TMEA Region Chairs
 - contacting new teachers and teachers new to Texas throughout the year.

September

- Check with Secretary about follow-up for newsletter advertising
- Make New Teacher contacts. Check with committee members on their progress.
- Write newsletter article welcoming new teachers—give names and school districts.
- Executive Board Meeting
 - New project ideas presented
 - Give suggestions for officer nominations.(odd numbered years); form committee(3).

October - Continue Mentoring Program; contact members nominated for president-elect/secretary.

November

- Follow up on Executive Board Meeting items
- Follow up on nominee responses to run for office (2007, 2009)

December

- Please see if the President could use your help☺ Thank you!

January

- Participate in board teleconference, if necessary
- Prepare reports for board meeting at TMEA

February

- Executive Board Meeting at TMEA
 - New teacher mentoring report presented
 - New projects progress reported
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March

- Check with Advertising Chair about follow-up for newsletter advertising
- Follow up on any additional ideas for membership drive.

April

- Help President with newsletter publication proofing
- Assist President by researching and updating delegated section of the new teacher handbook

May

- Assist President by researching and updating delegated section of the new teacher handbook
- Turn in updated material for new teacher handbook to President, June 5 deadline

Duties of the State Past-President

1. Attend board meetings:
 - Executive board, February, July, and September
 - Executive Board Conference Call in June
 - General Membership Meetings- TMEA and TODA Conventions
2. Chair the Awards Committee (*Administrator Award - 2008, Artist/Teacher Award – 2007 and Marjorie Keller Young Teacher Award -2007*)
3. Assist the President-Elect with new project ideas, as requested.
4. Assist with the running of the solo competition, as requested.
5. When a President finishes his/her term on May 15, he/she is still expected to write the ASTA report for the past year ending on June 1.

Timeline for Duties of the Past-PresidentMay 15 Begin term of office in even-numbered years.

- Finish up any Presidential responsibilities, work towards a smooth transition for the incoming President. Send all TexASTA files/notebook/disc to new president on May 15th.
- Assist President by researching and updating delegated section of the new teacher handbook

June

- Turn in updated material for new teacher handbook to President, June 5 deadline
- Participate in board teleconference, if necessary
- Assist the President in preparing for the TODA convention

July

- Assist the new President-Elect with a discussion about new project ideas
- Prepare for TODA Executive Board Meeting
- Participation at the TODA executive and General Membership Meetings

August

- Follow up on executive board items

September

- Assist President-Elect with new teacher mentoring
- Solicit award nominations for state and national awards
- Attend Fall Executive Board Meeting

October

- Continue soliciting award nominees (Keller, Young, Administrator); then prepare packets of nominee applications to send to each officer for study and response. Board decides winner(s).

November

- Follow up on Executive Board Meeting items

- Assist Solo Competition Chair with contest, if needed

December

- Please see if the President could use your help☺ Thank you!

January

- Participate in board teleconference, if necessary
- Prepare for Executive Board Meeting at TMEA

February

- Executive Board Meeting at TMEA

March

- Assist President by researching and updating delegated section of the new teacher handbook

April

- Help President with newsletter publication proofing

Duties of the State Secretary/ Membership Chair

1. Attend board meetings:
 - Executive board, February, July, and September
 - Executive Board Conference Call in June
 - General Membership Meetings- TMEA and TODA Conventions
2. At board meetings:
 - Read or have board members read minutes of most recent meeting for executive board approval.
 - Remind the board of uncompleted action from earlier minutes.
 - Take accurate minutes – include all action taken (motions), as well as who is responsible and the time-line for completion of each action item.
3. Compile minutes and e-mail to President for approval.
4. E-mail completed minutes for executive board in a timely fashion (within two weeks).
5. Keep a notebook with a file for each activity as a part of your permanent record of your term in office
6. Update this time-line and record all pertinent data on a disc to be passed on to the incoming Secretary
7. Create new membership packets and distributing them.

Timeline for Duties of State Secretary/Membership Chair

May 15 Begin term of office in even-numbered years.

- Request handbook from out-going Secretary.
- Obtain the minutes and study them for format.

June

- If an Executive Board Meeting or teleconference is called, take minutes.
- Minutes should include:
 1. Motions, name of board member making motion and seconding as well as results of the vote.
 2. All action, person who is responsible, and time-line for action.
 3. Brief summary of important topics discussed
- Write up minutes and e-mail them to the President for review. After Presidential review, completed minutes may be E-mailed or snail-mailed to executive board. This should be done within two weeks of the board meeting.

July

- Bring 25 copies of the TMEA General Membership Meeting minutes to the TODA convention
- Bring 6 copies of the June Executive Board Meeting to the TODA convention, if occurred
- Minutes should be taken at the Executive Board Meeting and the General Membership Meeting during TODA

August

- Mail-out of executive board minutes and general membership meeting minutes(e-mail). Highlight action items.
- August 15th deadline for Advertising mail-out (Response by Sept. 15)

September

- Help Advertising Chair follow up with any advertisers that have not yet responded. They may need to be nudged. Make phone calls.
- Attend and take minutes at Fall Meeting.

October

- Type out minutes from Fall Meeting and e-mail to President for approval and then other board members, within two week of the meeting.

November

- Mail out to advertisers with a copy of the fall newsletter and a thank you letter for their advertising. Remind them of how many members this newsletter reaches and that we appreciate them. Send invoice with the newsletter.

December

- Free month, enjoy!

January

- Prepare and bring 50 copies of the TODA General Membership Meeting minutes to bring to the TMEA convention.
- Bring 6 copies of the TODA Executive Board Meeting to the TMEA convention.

February

- Minutes should be taken at the TMEA executive board and General Membership Meetings
- E- mail executive board minutes to president for approval. Upon approval, e-mail minutes to Board.

March - April

- Follow up on delegated items from the Executive Board Meeting.
- Organize and update notebook and this time-line for passing on to incoming Secretary (even numbered years)

Duties of the State Treasurer

May 15 Begin term of office in even-numbered years.

1. Attend board meetings:
 - Executive board, February, July, and September
 - Executive Board Conference Call in June
 - General Membership Meetings- TMEA and TODA Conventions
2. Responsible for all financial affairs of this organization.
3. Keep an accurate record of all disbursement and receipts including rebates from the ASTA office, and submit a financial statement at all business meetings of the association, or when requested by the President or by the membership. Reconcile all bank statements, make deposits and reimbursements in a timely manner. Meet all ASTA state report deadlines in cooperation with the President.

4. Assist the Membership Chair by writing invoices and helping with follow-up of advertisers for the newsletter. The Treasurer and Membership Chair are to keep reminding advertisers until their bills are paid. The Treasurer will send an invoice.
5. Preparation of financial reports for all Board Meetings and General Membership Meetings and managing additional duties as they arise.
6. Prepare budget for chapter, in consultation with President and Board.
7. Request an audit by an outside accounting firm, if so directed by a majority vote of the Board.

Timeline for Duties of the State Treasurer

May 15 Begin term of office in even-numbered years

- Turn in updated material for new teacher handbook to President.
- Receives the TexASTA financial records from the previous Treasurer and have a meeting to go over responsibilities for a smooth transfer of administration.
- Get bank forms updated, transferred and signed.
- Review budget from previous treasurer.

June

- Turn in updated material for new teacher handbook to President, June 5 deadline.
- Have balance available to report for teleconference, if necessary.
- Pay bills and deposit checks as they come in.
- Reconcile checkbook with bank statement.
- Prepare Bi-annual Treasurer's Report due to national office for the six months ending June 30th.

July

- Prepare written financial report (containing itemized checks and deposits) for TODA General Membership Meeting.
- Prepare budget report for Executive Board Meeting. Note spending patterns, categories and where we might be able to save.
- Pay bills and deposit checks as they come in.
- Reconcile checkbook with bank statement.
- Reimburse officers in a timely manner. Receipts required. Two signatures if over \$600.00.

August

- Contact the Advertising Chair and write invoices to those companies that will be advertising for the year.
- Pay bills and deposit checks as they come in.
- Reconcile checkbook with bank statement.

September

- Assist the Secretary with the follow-up for advertisers
Bill those that have not yet paid. Persist until all advertising money is in!
- Pay bills and deposit checks as they come in.
- Reconcile checkbook with bank statement.
- Attend the Fall Board Meeting and present written treasurer's report.

October-November-December

- Pay bills and deposit checks as they come in.
- Reconcile checkbook with bank statement.
- Reimburse officers in a timely manner.

January

- Have balance available to report for teleconference, if occurs.
- Prepare financial report for TMEA General Membership Meeting.
- Prepare written report for Executive Board Meeting. Note spending patterns and where we might be able to save.

- Pay bills and deposit checks as they come in.
- Reconcile checkbook with bank statement.

February

- Prepare written financial report for Executive Board Meeting at TMEA (10 copies).
- Present financial report for TMEA General Membership Meeting (30 copies).
- Pay bills and deposit checks as they come in.
- Reconcile checkbook with bank statement.

March

- Assist President by researching and updating delegated section of the new teacher handbook.
- Contact the Secretary and write invoices to those companies that will be advertising.
- Pay bills and deposit checks as they come in.
- Reconcile checkbook with bank statement.

April

- Assist President by researching and updating delegated section of the new teacher handbook.
- Assist the Secretary with the follow-up for advertisers.
- Pay bills and deposit checks as they come in.
- Reconcile checkbook with bank statement.

Duties of the State Advertising Chair

Advertising responsibilities for the Advertising Chair and *TexASTA newsletter*:

(This is our only source of extra income for newsletter and essential for our meeting the budget.)

- Send advertising letter in a timely fashion to prospective advertisers.
- Do follow-up calls to advertiser who have been contacted but have not responded
- Add to the database to build up our advertising base.
- Work closely with the President regarding advertising, billings, copy deadlines, etc.
- Solicit and deliver ads for newsletter by deadlines.
- Bill and have advertising revenue sent to the Treasurer. You and the Treasurer are to keep reminding advertiser until their bill is paid. The Treasurer will send an invoice.
- Keep accurate records of ads (size, paid or not)
- Notify the President of ads for each issue and size paid for.
- Contact Treasurer about advertisers that need follow-up billing. Bill all those who do not pay in advance and keep at it until the money is all in.
- Send each advertiser a copy of newsletter and a thank-you note along with the invoice.
- Notify Webmaster to update advertisers and their links on TexASTA website.

Timeline for Duties of State Advertising Chair

Upon appointment by the President, begin term of office in even-numbered years.

June-July-August

- Advertising Chair begins the process of the advertising mail-out for the newsletter. Obtain the database, check the advertising rates with the President.
- Contact exhibitors during TODA convention. Board helps, too.

September Continue to contact possible advertisers.

October-November

- Mail out to advertisers with their invoice, a copy of the fall newsletter and a thank you letter for their advertising. Remind them of how many members this newsletter reaches and that we appreciate them.

December-January Free month, enjoy!

February Bring ideas for ad solicitation to the Board Meeting at TMEA. All Board members can help with advertising.

- Send E-Mail to summer music camps for advertising in spring issue. Also try businesses that did not reply in the fall. (Response needed by March 15)

March

- Follow up with phone calls to any university or advertiser that has not yet responded.
- Verify by sending a list to the President the advertisers for the spring issue of the newsletter.
- Need ads emailed, faxed, or snail mailed to editor by April 5.

April Mail invoice, newsletter and thank-you note to each advertiser.

Duties of the State Publications Chair

1. Attend Board meetings in February, July, and September.
2. Gather information for newsletter twice –a-year (odd years) and three times-a-year (even years, election newsletter). Reminds contributors of deadlines.
3. Requests excel file from national office to send newsletter to membership, state presidents, and state newsletter editors.
4. Works directly with printing company in final proofs. Proof is also checked by president via e-mail. Desired publication dates are September 15th and May 15th; election newsletter January 15th.

Timeline for Duties of State Publications Chair

May 15 Upon appointment by the President, begin term of office in even-numbered years

June-July-August Gather photos, articles, etc. for newsletter with cooperation from President/Board.

September Check that all ads are submitted and layout begins. Check final proof; get President approval.

Newsletter goes to print Sept. 15th Membership Directory in fall newsletter.

Oct-Nov-Dec-Jan-Feb-March Gather material for Spring newsletter. Include photos of award-winners and ASTA convention.

April-May Check layout. Ads from fall continue in spring issue. Remind contributors of deadlines.

Build a content list of each newsletter to give to the next chair.

Duties of the State Solo Competition Chair

Appointed to organize the state solo competition which is the first step to the ASTA National Solo Competition that is held in alternate years. The preliminary round is in even-years (2006) for the national finals in uneven-years (2007) during the national ASTA convention. All official information is available on astaweb.com. and is also published in the [American String Teacher](#).

1. See that the rules for state and national competitions appear in the TexASTA newsletter, September edition. Include deadlines, required repertoire, additional repertoire, information about entry fees, requirements for winners' performance at TMEA, application form and contact information.
2. Send flyers to university studio teachers and design a poster, if desired.
3. Solicit a sponsor, SHAR, for example.
4. Assemble a volunteer adjudication committee to hear entry tapes, preferably with one expert in each instrument. Hearing must be completed in time to notify the winners, in time to advance to national level. It is suggested that standardized adjudication forms be used by all judges, and that the chair tallies the scores to determine the winner.
5. Notify all competitors in writing of the results.
6. Send tapes of winners and any other honorable mention players on to national level of competition by the ASTA deadline.
7. Invite winner(s) to perform at the TexASTA business meeting during TMEA.
8. Keep records of each year's winners and of the required repertoire used each year.
9. Save receipts in order to be reimbursed by TexASTA for expenses.

Timeline for the State Solo Competition Chair

July Announce information at the TODA Business Meeting

August Send information concerning deadlines, required repertoire, guidelines for additional repertoire, audition tape length guidelines, age categories, entry fees and prizes, requirements for winners' performance at TMEA, application form and contact information for anyone having questions to the state publications chair in time for the fall newsletter.

November 1st deadline for tapes to the state chair. Notify each student of receipt of his/her tape. Designate judging date, secure volunteer judges, conduct adjudication. Pay judges' mileage and lunch.

Notify all competitors of the list of winners.

Submit winners and other worthy tapes to national competition by ASTA deadline.

February Finalize arrangement for winner performance(s) at TMEA.

Items to Give to the Next State Solo Chair:

1. sample flier
2. sample adjudication sheet
3. current history
4. sample letter announcing the competition results. (2 letters: winner, not-a-winner)

Duties of the State Private Studio Chair

1. Write 500-word "Studio Teacher's Corner" column for newsletter twice a year (Sept and March) or recruit another studio teacher to contribute.
2. Write *Tricks of the Trade* article for TMEA once every two years.
3. Assist with TexASTA String Festival in whatever capacity is needed.
4. Work on selection process for Phyllis Young Private Teacher of the Year Award.
5. Commit to attending as many board meetings as possible (TMEA, TODA, Fall Meeting, and one to two phone conferences a year, tba).
6. Constantly seek ideas and promote new possibilities that support and develop the profession of studio music teaching and the music teaching profession as a whole.

Timeline for the State Studio Chair

May 15 th	Begin two-year term of office
July	Attend TODA
August	Prepare studio teacher article and meet deadline
September	Attend fall TexASTA meeting; contribute ideas for clinics/articles
October, November, December, January	Assist with Board decisions on award winners/contribute ideas
February	Attend TMEA, solicit new members, help with sessions
March	Prepare studio teacher article and meet deadline
April	Plan for TODA and assist Board with projects as needed

Duties of the National Honors Orchestra Chair

1. Receive student applications and tapes for the ASTA National Honors Orchestra. Listen to tapes. Determine if each tape qualifies for further competition and should be sent to national. Send suitable tapes to national ASTA by the ASTA deadline. Find all specific information on-line at astaweb.com and in American String Teacher journal. Notify student as to whether the tape has been submitted to national or thank him for sending tape and apply again next year.
2. Make report of Chair's activity to the TexASTA Board at the February Board meeting. (tapes received, tapes submitted, tapes rejected, response from ASTA regarding tapes sent on).
3. The Chair is invited to, but not required to, participate in Board meetings, etc. since this is a one-time activity.
4. Chair's name and contact information will be listed on the ASTA website and in the ASTA journal during the time of application activity.

Timeline for the State Honors Orchestra Chair

The activity for the chair is primarily in the month preceding the ASTA deadline (currently October) with a November 1st. deadline. Submissions in fall, 2007 for Orchestra in 2008.

October	receive submissions and process
November	send any qualifying tapes to ASTA (specific person in-charge)
February	make report to TexASTA Board.