

Utah ASTA with NSOA

Officers Handbook

Duties of the State President:

1. Board Meetings:
 - a. Plan State Board meetings. Create the agenda and conduct the meetings. Meetings are held in the Fall (September), Winter (January), and Spring (May.)
 - b. Solicit nominations from the Executive Board for board appointed positions. Appoint or re-appoint members to positions on the State Board as needed (even/odd years.)
 - The current appointed positions are:
 - Membership Chair
 - Newsletter editor
 - Annual Solo Competition Chair
 - Members-at-large by Region
 - National High School Honors Orchestra Chair
 - c. Solicit nominations for the annual awards. Representative Awards include: Outstanding Educator of the Year, Outstanding Studio Teacher of the Year, College Teacher of the Year, Secondary Teacher of the Year, Notify recipients of their award, solicit biographical information, and send information to the Newsletter Editor for inclusion in the Utah ASTA Newsletter.
2. State ASTA with NSOA Convention:
 - a. Plan and organize, in consultation with the Board, the annual ASTA with NSOA convention sessions held in conjunction with UMEA in St. George.
 - b. Arrange for clinicians.
 - c. Submit a schedule and needs request to the UMEA Orchestra Vice President (usually in September). Send the schedule of convention sessions to the UMEA Editor for inclusion in the Utah Music Educator's Journal.
 - d. Plan the agenda and conduct the annual business meeting at the State UMEA Convention.
 - e. Schedule the awards luncheon for the convention. Notify recipients and prepare certificates of award. (Award certificate is on file at Watkins Jr. Printing, Logan, Utah-2002)
 - f. Arrange with Treasurer to pay all bills incurred for sessions, awards, and luncheon.
3. Financial responsibilities:
 - a. Approve the banking institution handling the association funds. Maintain the President's and Treasurer's names on the signature card for the checkbook. (Lewiston State Bank, North Logan Branch 2002)
 - b. Authorize, in consultation with the Treasurer and the Board (when needed), the disbursement of ASTA with NSOA funds. See that all outstanding bills are paid.

- c. Receive a financial report from the Treasurer at Board meetings and an annual report for the membership business meeting in February.
- d. Receive and review monthly bank statements, then forward to the Treasurer.

4. Other State ASTA with NSOA Business:

- a. In addition to Board Meetings and the State Convention, the President is ultimately in charge of and responsible to see that the following are planned and carried out:
 - b. The State Solo Competition (chairman appointed)
 - c. The Northern Utah Junior High/Middle School Orchestra Festival (Spring - chairman appointed)
 - d. Workshops; i.e. Summer Conference (June), Bass Fest (June), Park City (September) – (Chairmen appointed)
(Chairman appointed)
 - e. Election committee to oversee elections every two years and whenever deemed necessary as directed by the constitution and by-laws (chaired by past president.)
 - f. Attend, as possible, all state sponsored activities.
 - g. Attend the UMEA Orchestra Board meeting when invited, to report on the association's activities.
 - h. Attend the National Convention or send a representative (President-Elect) in his/her place. Financial assistance, as approved by the board, may include the cost of transportation, lodging, and some meals.
 - i. Approve and submit ASTA grant proposals.

5. National Business:

- a. Participate in the Fall and Spring phone interviews with a member of the ASTA National Board. Be prepared to discuss state activities and concerns. Complete a written questionnaire prior to the phone call.
- b. Answer all National correspondence in a timely manner.
- c. Submit annual State of the Chapter Report (September).

6. General Issues:

- a. Oversee all activities of the state organization.
- b. Schedule Executive Board meetings and annual business meeting.
- c. Serve as program chair for organizing convention clinics.
- d. Resolve problems that go beyond the chair's responsibilities for an event sponsored by the Association that affects the organization as a whole.
- e. Write the President's Message for every Utah ASTA Newsletter. Discuss with the editor potential articles and announcements for publication.
- f. Maintain the historical files for the Association and submit these to your successor upon release from the office. Such files may include:
 - Current information on ASTA with NSOA awards with a list of previous recipients and years.
 - At least one copy of the Newsletter from the last two years.
 - Any other papers that are important to the smooth transition of

- administrations.
- g. Send congratulatory letter to solo competition finalists.
 - h. Conduct elections according to the election guidelines. Write cover letter for election ballot. Ballot may be mailed with Winter Utah ASTA Newsletter or separate mailing.

Timeline for Duties of the State President:

May 15

- Begin term of office in even numbered years.
- Receive files from outgoing President.
- Appoint or re-appoint chairs as necessary.

July

- Master Membership list arrives from ASTA office. Send copy to membership chair.

August:

- Write President's message for Fall Newsletter.
- Plan and notify board of Fall Meeting.
- Order address labels for Newsletter mailing.

September

- See that the Newsletter is published and mailed by mid-September.
- Convene and preside over Fall Board Meeting. Prepare 2 year calendar.
- Plan the ASTA workshops for the UMEA convention; secure clinicians.
- Plan Annual Business Meeting and Awards Luncheon.

October

- Participate in the fall phone campaign with National Board members.

December

- Write President's Letter for the Newsletter.

January:

- Convene and preside over Winter Board Meeting.
- See that the Newsletter is published and mailed by January 15.

February:

- Attend and preside over UMEA and ASTA with NSOA workshop at UMEA in St. George.
- Conduct activities of annual business meeting and awards luncheon

March

- Attend National ASTA with NSOA Convention (expenses paid).
- Notify candidates of election results by phone and formal letter. Have information ready, bios, photos, etc., ready for spring newsletter. (Even-numbered years)

April

- Prepare information for the ASTA state president phone campaign.

May

- Submit Special Projects Grants (Deadline – June 1)

Duties of the State President-elect:

1. General Duties:

- a. Attend at least two State Board meetings per year. The meetings are held in the Fall, Winter and Spring.
- b. Attend the National Convention if possible (especially in the even numbered years when he/she will assume position of president.)
- c. Observe the duties of the President and become familiar with the National and Utah ASTA by-laws. Become familiar with the duties of all Board members, both elected and appointed.
- d. Become President of Utah ASTA with NSOA if the elected President is unable to fulfill his/her duties.

2. Other State ASTA with NSOA Business:

- a. Actively recruit new ASTA members and help retain current members via telephone, e-mail and personal contacts.
- b. Accept reasonable responsibilities delegated by the President
- c. Promote and oversee University Student Chapters.
- d. Attend, as possible, all state sponsored activities.

Timeline for Duties of the State President-elect:

May 15

- Begin term of office in even numbered years.
- Review President-elect duties and calendar in State Handbook

September

- Attend Fall Board Meeting
- Report on Student chapters

January

- Attend Winter Board Meeting

February

- Attend ASTA with NSOA sponsored events at UMEA convention in St. George including membership meeting and awards luncheon.

March

- Attend National Convention.

May

- Attend Spring Board Meeting

Duties of the State Past President

1. General Duties:

- a. Attend at least two State Board meetings per year. Meetings are held in the Fall, Winter, and Spring.
- b. Serve in an advisory capacity to all officers as needed.
- c. Serve on committees as requested.
- d. Communicate regularly with Board members.

2. Other State ASTA with NSOA Business

- a. Alert President if expenses seem out of line or are not consistent with the

- budget.
- b. Serve as Chair of the Nominating Committee for new state officers.
- c. Attend, as possible, all state sponsored activities.

Timeline for Duties of the State Past President:

May 15

- Begins term of office in even numbered years.
- Give files to incoming President.

June 1

- Annual Report due in National office

September

- Attend Fall Board Meeting

January

- Attend Winter Board Meeting

February

- Attend ASTA with NSOA sponsored events at UMEA convention in St. George including membership meeting and awards luncheon.

May

- Attend Spring Board Meeting

Duties of the State Secretary:

1. General Duties:

- a. Attend the three State Board meetings each year or designate a representative to attend. Meetings are held in the Fall, Winter, and Spring.
- b. Take minutes for all Board meetings.
- c. Attend the National Convention if the President and President-elect are unable to attend.
- d. Assume reasonable responsibilities delegated to him/her by the President.

Timeline for Duties of the State Secretary:

May 15

- Begin term of office in even numbered years.

February

- Attend ASTA with NSOA sponsored events at UMEA convention in St. George including membership meeting and awards luncheon.

March

- Attend National Convention if state President and President-elect are unable to attend. (expenses paid).

Duties of the State Treasurer:

(The Board has the option of combining the position of State Treasurer with that of State Secretary.)

1. General Duties:

- a. Attend at least two State Board meetings per year. Meetings are held in September, January, and May.
- b. Receive operating funds from National rebates and revenue-producing events sponsored by the organization. Maintain a checking account. Receive approval from the President 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. Write checks for all state expenses.
- c. Maintain and balance the monthly bank statements. Prepare financial reports for Board meetings and an annual report to submit to all the members at the time of the business meeting. In consultation with the President, prepare an budget for the Fall Board Meeting. This report shall be made available to the National Executive Board every September
- d. An Annual Budget Report (in condensed format) will be published in the Fall UTAH ASTA Newsletter.
- e. Submit semi-annual financial reports to the National Executive Board as requested.
- d. Oversee the budget and maintain excellent records of all credits and debits.
- e. If so directed by a majority vote of the Board, and in consultation with the President, request an audit by an outside accounting firm.

2. Other State ASTA with NSOA Business

- a. Assume reasonable responsibilities delegated by the President.

Timeline for Duties of the State Treasurer:

May 15

Begin term of office in even numbered years.

June-Aug

Attends Board meeting sometime during the summer and makes report of the last year's financial activity to the Board. Send Annual Budget to Editor for publication in the Fall Utah ASTA Newsletter. Attends UTAH ASTA Summer Conference.

February

Attend ASTA with NSOA sponsored events at UMEA convention in St. George including membership meeting and awards luncheon. Present annual Treasurer's report at general membership meeting.

Duties of the State Newsletter Editor:

1. General Duties:

- a. Attend at least two State Board meetings per year. Meetings are held in September, January, and May.
- b. Publish three Utah ASTA Newsletters per year, by September 15th, January 15th, and May 15th.
- c. Solicit articles or announcements from the state board and membership.

- d. Set advertising rates and solicit advertisements. Oversee payment of bills for advertisements to state Treasurer. The editor may be assisted by a business manager in soliciting advertisement. The Treasurer will inform the editor of the financial credit or debit of each advertiser.

Advertising rates (2005)

1 issue: full page \$150, 1/2 page \$80, 1/3 page \$60, 1/4 page \$50,
1/6 page \$35, Business card size \$25, 1/8 size \$15

Full year (3 issues paid in advance - 10% discount)

- e. Request mailing labels for state members from the Membership Chair.
- f. Request mailing labels for all National Board members, State Presidents, and State Newsletter Editors from the National office.
- g. Receive and publish notifications, applications, and guidelines associated with state activities.

Timeline for Duties of the State Newsletter Editor:

May 15

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

August

Request mailing labels from the National Office for all National Board members, State Presidents, and State Newsletter Editors.

Request mailing labels for state members from the Membership chair.

August/September

Receive and prepare information for Fall Newsletter

September

Publish Fall Newsletter

December/January

Receive and prepare information for Winter Newsletter

January 1

Request mailing labels from the National Office for all National Board members, State Presidents, and State Newsletter Editors.

Requests mailing labels for state members from the Membership chair.

Publish Winter Newsletter

April

Request mailing labels from the National Office for all National Board members, State Presidents, and State Newsletter Editors.

Requests mailing labels for state members from the Membership chair.

April/May

Receive and prepare information for Spring Newsletter

May

Publish Spring Newsletter

Duties of the State Board Members-at-Large:

1. General Duties:

- a. Attend at least two State Board meetings per year. Meetings are usually held in September, January, and May.
- b. Support Utah ASTA-sponsored events including, but not limited to, UMEA Professional Development Conference and State Solo Competition Winners Recital.
- c. Promote Utah ASTA with NSOA and its activities.
- d. Accept committee assignments or responsibilities as assigned by the President.
- e. Create local opportunities to promote string education and performance for both students and teachers.

Timeline for Duties of the State Board Members-at-Large:

May 15-June 15

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

February

Attend ASTA with NSOA sponsored events at UMEA convention in St. George including membership meeting and awards luncheon.

Duties of the State Solo Competition Chairman:

General Information:

Utah ASTA with NSOA sponsors a State Solo Competition in alternating (even) years with the National Solo Competition. Guidelines are printed in the September ASTA Newsletter. Audition tapes/CD's or videos recordings are submitted and winners announced in December. The Utah ASTA with NSOA Solo Competition becomes the first step of the National Solo Competition. Guidelines for the National competition are published in the February issue of American String Teacher (national journal) in odd-numbered years and are available on the ASTA website. www.astaweb.com State guidelines are posted on the Utah ASTA Website www.utahasta.com)

Competitors submit tapes to the state chairman by November 15. The chairman sends on state winners and any other worthy tapes to the national competition, which is held the following spring of odd numbered years. For example, the winners of the 2006 Utah ASTA Solo Competition held in November/December of 2006 will be submitted to the 2007 National ASTA Solo Competition. Utah ASTA awards cash prizes to winners in each division; Senior, Junior, and Honorable Mention. The national competition awards a prize for each instrument in the Junior Division and one for each instrument in the Senior Division.

Procedures:

1. Publish rules for state and national competitions in September UTAH ASTA 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, application form and contact information for anyone having questions.
2. Make arrangements for Honors Recital. (The Tabernacle Concert Series has been a venue in the past. In 2004/5 the recital has been held at Peter Prier's Recital Hall, 308 East 200 South, Salt Lake City, Utah.)
 3. Assemble an 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.
 4. If a live final round is desired select judges and arrange time and place.
 5. It is suggested that standardized adjudication forms (see sample) be used by all judges, and that the chairman tally the scores to determine the winner.
 6. Notify all competitors in writing, listing the contest winners, by the notification deadline.
 7. In years of national competition, send tapes of winners and any other "Honorable Mention" players on to national level of competition.
 8. Make framed certificates for the winners. Utah ASTA will reimburse for materials.
 9. Notify Utah ASTA Treasurer of winners so he/she can write checks for prize winners
 10. Make final arrangements with winners and with Utah ASTA State President for performance at the Honors Recital.
 11. Introduce winners at their performances. Present them with their prize checks and framed certificate after the performance or by mail prior to the performance.
 12. Keep records of each year's winners and the required repertoire.

Timeline for the State Solo Competition Chairman:

May 15

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

August

Send information concerning deadlines, required repertoire, guidelines for additional repertoire, audition recording guidelines, age categories, application form, information about entry fees and contact information to the UTAH ASTA Newsletter Editor in time for the Fall newsletter

November

1. Receive performance recordings/applications
2. Assemble adjudication committee
3. Acknowledge receipt of any tapes that have been submitted.
4. Arrange for committee to listen to tapes after closing of submission deadline.

December

1. Have final live round of competition if deemed necessary
2. Contact winners, give information about Honors Recital
3. Give information to UTAH ASTA Newsletter editor for inclusion in Winter newsletter
3. Submit winners and other worthy tapes to national competition

January or February

1. Finalize arrangements for Honors Recital
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

Duties of the State Membership Chair:

1. General Duties

- a. Attend at least two State Board meetings per year. Meetings are held in September, January, and May.
- b. Maintain a database of all Utah ASTA with NSOA members.
- c. Receive a list of non-renewals from the national office through the State President and follow-up on delinquent or non-renewals of membership.
- d. Provide a complete list of members to the editor for the Fall Newsletter and a list of renewals or new members for the Winter and Spring issue of the UTAH ASTA Newsletter.

2. Other State ASTA with NSOA Business

- a. Serve on committees as requested

Timeline for Duties of State Membership Chair:

May 15-June 15

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

September

Obtain list of current membership from national office as basis for database of state membership. Update list quarterly from information obtained from national office.

Publish list of current membership in September Newsletter.

February

Attend ASTA with NSOA sponsored events at UMEA convention in St. George including membership meeting and awards luncheon.

Election Guidelines:

1. Election of state officers is held biennially by mail ballot. Ballots should be sent out no later than January 30 of even-numbered years.
2. The deadline for returning all ballots is March 1.
3. Ballots are to be counted no later than March 15. Results should be disseminated via the UTAH ASTA Newsletter, the website www.utahasta.com as well as e-mail listings if desired.

4. The nominating committee shall consist of a minimum of three members appointed by the state president. The immediate past president shall be the chair of the nominating committee.
5. The nominating committee shall present a minimum of two candidates for each office. The names of the candidates selected by the nominating committee shall be submitted to the state board for approval.
6. New officers' terms begin May 15.