

VASTA State Officers' Handbook: Officers' Duties and Timelines 2005 Revision

Future boards and committee members: Please be aware that the descriptions below are given in detail to aid each new administration in setting up their terms so that ground common to each administration does not have to be covered again. Each administration will find validity in parts of these descriptions, and others will not be a concern. Knowing what each position can entail is meant to be empowering, not cumbersome.

Duties of the State President

1. Attends each State Board meeting (usually 4 times each year, once early in the summer, once in September, once in November, and one in early spring) and all VASTA-sponsored events.
2. Creates the agenda for and conducts all State Board meetings.
3. Becomes a member of MENC if not already a member or if someone on the board is not already a member (fee is paid by VASTA) in order to hold a board meeting and annual membership meeting at the VMEA convention.
4. Appoints or re-appoints the appointed positions on the State Board within the first 30 days of office for a, b, c, d, e, and h, and in the fall of the odd year for f and g and as needed during his/her term of office. The current appointed positions are:
 - a. Treasurer
 - b. Members-at-large
 - c. Newsletter Editor
 - d. University Liaison
 - e. Historian
 - f. Nomination committee
 - g. Solo Competition chair
 - h. Certificate Program chair
5. Assembles a packet of materials that includes: this Handbook, constitution, and by-laws, and presents the packet to each new State Board member.
6. Financial responsibilities:
 - a. Asks the Treasurer to prepare a financial report for each board meeting and to prepare an annual report for the annual VASTA membership meeting at the VMEA convention.
 - b. Reviews a photocopy from the Treasurer of the chapter's financial statement on a monthly basis.
 - c. Sends rebate checks from the National Office to the Treasurer for deposit
 - d. Asks Board approval for any expenditures over \$100.

- e. Notes any expenses incurred on a voucher (available from www.astaweb.com), attaches original receipts to the voucher, and sends these to the Treasurer for reimbursement.
7. Election responsibilities: Forms an election committee in the fall of odd years (or as needed as directed by the constitution and by-laws).
8. Solicits nominations from the general membership and board for any state awards and arranges for the awards to be presented.
9. Names committee chairs to handle the activities of VASTA and acts as an ex-officio member of any VASTA committee.
10. Arranges for rooms to be reserved for any VASTA sessions at the VMEA convention by contacting the VBDOA Strings Representative (see www.vmea.com).
11. Publicizes Annual Membership Meeting in The Fingerboard one issue before the meeting.
12. Participates in a fall and spring phone interview with a member of the National Board about VASTA activities and concerns. A written questionnaire, sent to the President by the National Office, is filled out prior to this phone call and returned to the National Office.
13. Attends the National Convention or sends the President-elect in his/her place. VASTA pays for registration, airline tickets, lodging, and meals.
14. Prepares a state report to be sent to the National Office on June 1 in the odd year and at the conclusion of his/her term in the even year. A copy of the state report is sent to the Historian.
15. Writes the President's Message for each issue of The Fingerboard. Advises the Newsletter Editor when advice is solicited.
16. Maintains VASTA files and submits these to his/her successor upon completion of his/her term. Such files might include:
 - a. Contracts and reports from previous years and other vital information that needs to be used by a chairperson of that event for the following year.
 - b. Current information on VASTA awards with a list of previous recipients and years.
 - c. At least one copy of each issue of The Fingerboard from the last two years. The Historian should keep files from previous years.
 - d. Any other papers that are important for the smooth transition of administrations including files from previous presidents.

17. Responds in a timely manner to concerns of the membership and the board.

Timeline for Duties of the State President

May 15	Begins term of office Receives files from outgoing President.
June 1	Writes and sends an Annual Report to the National Office in the odd year and then the even year of his/her term. (Any incoming President does not write this report in the year he/she assumes office, normally an even year). A copy of this report is sent to the state Historian. Makes appointments to the appropriate posts listed above in #4.
June-Aug	Plans, convenes and presides over Board meeting sometime during the summer.
Quarterly	Writes President's Message for The Fingerboard.
September	Arranges a Board meeting. Liaises with VBDOA Strings Representative about VASTA's part in the VMEA convention (see #10 above). Fills out telephone campaign questionnaire in advance of conversation with national board member and returns the questionnaire to National Office by October 1. In even years, finishes appointments (see #4).
October	Completes State Report by October 1 and sends it to the National Office. Participates in the fall phone campaign with a national board member.
November	Plans, convenes and presides over VASTA Board meeting and VASTA's Annual Membership Meeting at the VMEA Convention. The Thursday before Thanksgiving is traditional. In the odd-numbered year, establishes a nominations committee for new officers.
January	Solicits nominations in conjunction with Board members for any awards. In even year of term: Sees that the Newsletter and ballots for new officers are sent by February 1 in even year of term.
Feb./March	In even year of term: Notifies new officers by mail or phone of their positions.

Attends National Convention.
Arranges Board meeting.

March In even year of term: Notifies Newsletter Editor and National Office of new officer's names and contact information.

April Completes State Report by April 1.
Participates in the spring phone campaign with a National Board member.

May of Even Year- Writes final annual report that is sent to the National Office.



Duties of the State President-elect

1. Attends each State Board meeting.
2. Attends the National Convention if the President is unable to attend. VASTA pays for registration, airline tickets, lodging, and meals.
3. Observes the duties of the President and other board members and becomes familiar with the National and VASTA by-laws.
4. Immediately becomes President of VASTA if the elected President is unable to fulfill his/her duties.
5. Takes charge of membership: Actively recruits new ASTA members and helps to retain current members via telephone, email and personal contacts, updates membership lists with the National Office.
 - a. Works with the Newsletter Editor to publish an annual membership list in The Fingerboard.
 - b. Makes adjustments to the membership list if issues of The Fingerboard are returned to the Newsletter Editor, and informs the National Office of address problems.
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 State President."

Timeline for Duties of the State President-elect

May 15 Begins term of office.

Quarterly Attends board meeting.

November Attends board meeting and VASTA's Annual Membership Meeting at VMEA.

March Attends National Convention if state President is unable to attend.



Duties of the State Past President

1. Attends all State Board meetings.
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 and to submit it to the National Office.

Timeline for Duties of the State Past President

May 15 Begins term of office.
 Gives files to incoming President.

Quarterly Attends board meeting

November Attends board meeting and VASTA's Annual Membership Meeting at VMEA.



Duties of the State Secretary

1. Attends each State Board meeting.
2. Takes minutes for all Board meetings submitting a copy in a timely manner via e-mail to each board member after the meeting and to The Fingerboard Editor for publication.
3. Prepares hard copies of the last board meeting for distribution to each board member at the next meeting.
4. Attends the National Convention if the President and President-elect are unable to attend.
5. 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 State President."

6. Gives all minutes written to the new Secretary in even years as soon as the new Secretary takes office.

Timeline for Duties of the State Secretary

- May 15 Begins term of office.
- Quarterly Prepares minutes for distribution at upcoming board meeting.
Attends Board meeting.
Sends, via e-mail, copies of most recent board meeting to board members.
- November Prepares minutes for distribution at upcoming board meeting and for distribution at the Annual Membership Meeting.
Attends Board meeting and VASTA's Annual Membership Meeting at VMEA.
Sends, via e-mail, copies of most recent board meeting to board members.
- March Attends National Convention if state President and President-elect are unable to attend (expenses paid).



Duties of the State Treasurer

1. Attends all State Board meetings
2. Maintains checking account for the chapter.
 - a. Deposits into the account operating funds received from National rebates via the State President and other revenue-producing events sponsored by the organization.
 - b. Arranges name changes (President and Treasurer) on check signing cards upon taking office.
 - c. Writes checks for all state expenses.
 - d. Seeks the President's approval for all expenditures necessary for the administration of activities associated with the organization.
3. Prepares budget for the chapter.
4. Makes arrangements with the chapter's bank to have statements sent directly to him/her.
5. Maintains and balances the monthly bank statements.
 - a. Sends a photocopy of the bank statement to the President each month
 - b. Prepare a financial reports for board meetings

- c. Prepares an annual report to be distributed to all the members at the time of the annual membership meeting. This report shall be made available to the National Executive Board every October 1.
- d. Submits an Annual Budget Report to The Fingerboard Editor — in condensed format— to be published in the summer edition each year.
- 6. Informs the Newsletter Editor of the financial credit or debit of each advertiser.
- 7. In consultation with the President, requests an audit by an outside accounting firm, if so directed by a majority vote of the Board.
- 8. 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 State President.”

Timeline for Duties of the State Treasurer

May 15	Begins term of office. Receives all financial papers from past Treasurer. Updates signature names on accounts. Reviews budget from last Treasurer.
Ongoing	Writes checks for VASTA expenses. Deposits payments into the VASTA account.
Quarterly	Prepares financial statement for distribution at each board meeting.
Monthly	Balances the checking account each month and sends a copy to the State President.
June-August	Prepares and sends Annual Budget to Editor of The Fingerboard for publication in the summer edition of the newsletter.
August 1	Prepares and sends Bi-annual Treasurer’s Report to the National Office for the six months ended June 30.
November	Prepares Treasurer’s Report for distribution to the state board at their meeting and to the VASTA members at the annual membership meeting at the VMEA convention.
February 1	Bi-annual Treasurer’s Report due to national office for the six months ended December 31.



Duties of the State Newsletter Editor

1. Attends all State Board meetings.
2. Should be computer savvy as many of the duties revolve around computer knowledge.
3. If one is not available from a previous editor, a computer program should be requested from the state chapter to aid him/her in creating the newsletter.
4. Publishes four newsletters per year roughly corresponding to seasons.
5. Keeps VASTA officers and membership up to date on deadlines for article submissions.
6. Solicits articles, photos, announcements, and application forms pertinent to state string activities for publishing in *The Fingerboard*.
7. Sees to all operations of the newsletter, or chairs a newsletter committee (strongly recommended) whose members he/she finds and supervises.
8. In conjunction with board approval, sets advertising rates and solicits advertisements to be included in the newsletter.
9. Submits voucher with original receipts to Treasurer for reimbursement of costs associated with newsletter publication or asks the Treasurer for advance payment, but returns receipts to the Treasurer once payment is made.
10. Oversees payment of bills by advertisers in conjunction with state Treasurer.
11. Requests mailing labels in the form of an address CD or Excel file from the National Office of all National Board members, State Presidents, State Newsletter Editors, and VASTA membership
12. Edits, publishes, collates, staples, attaches labels, sorts by zip code all the newsletters, and takes them to the post office for mailing.
13. Informs the President-Elect of newsletters returned so that updates can be requested or given to the National Office.
14. Keeps the metered mailing status current with the USPS; provides the Treasurer with the address and amount to be paid.
15. Reads a book that concerns design and layout of newsletters for the layman so that the Newsletter is visually appealing as well as being informative. An excellent book for this purpose is *The Non-Designer's Design Book* by Robin Williams (Berkeley CA: The Peachpit Press, 1994).

Timeline for Duties of the State Newsletter Editor

May 15	Begins term of office.
Summer	Establishes publication schedule and communicates this to the board.
Ongoing	Meets with newsletter committee to plan and supervise publication of <i>The Fingerboard</i> .
Quarterly	Publishes an edition of <i>The Fingerboard</i>



Duties of the State Historian (If one exists)

1. Attends ASTA board meetings and events and gathers information.
2. Maintains scrapbook of newsletters, board meeting minutes, financial reports, annual reports, convention activities, and programs from ASTA events..
3. Contacts chair-persons of ASTA events not attended in order to get copies of programs, etc.
4. Keeps memorabilia of award winners and past presidents.

Timeline for Duties of the State Historian

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| May 15 | Begins term of office in even numbered years.
Obtains scrapbook from previous Historian. |
| Quarterly | Attends Board meetings. |
| June-August | Organizes all material collected from previous year. |
| November | Brings scrapbook to VASTA’s annual membership meeting for perusal by members. |
| Ongoing | Collects details, photos, programs, etc. of all ASTA events. |



Duties of the State Board Members-at-Large

1. Attends all State Board meetings.
2. Volunteers to write one article a year for the newsletter, if requested by the President or Editor of The Fingerboard.
3. 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 State President.”

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

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| May 15 | Begins term of office. |
| Quarterly | Attends board meetings. |
| Ongoing | Serves on VASTA committees, attends and helps at VASTA functions. |



Duties of the University Liaison

1. Attends all State Board meetings.
2. 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 State President.”
3. Seeks to bring Virginia string departments to the attention of the VASTA membership through articles, announcements, and advertising in The Fingerboard.

Timeline for Duties of the University Liaison

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| May 15 | Begins term of office. |
| Quarterly | Attends board meetings. |
| Ongoing | Serves on VASTA committees, attends and helps at VASTA functions. |



Duties of the State Solo Competition Chairman

General Information:

VASTA’s State Solo Competition occurs in the fall of even-numbered years as a preliminary step to the ASTA National Solo Competition in odd-numbered years. For example, the 2006 VASTA Solo Competition will be the preliminary step of the 2007 ASTA National Solo Competition.

Guidelines for the competition are printed in the summer edition of The Fingerboard and in the February issue of the ASTA Journal in even-numbered years.

Competitors submit applications to the state chairman in September. The competition takes place in late-October/early-November. The chairman sends tapes of state winners and any other worthy tapes to the national competition.

VASTA awards two cash prizes, one for the Junior Division and one for 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.

Duties of the State Solo Competition Chair:

7. Establishes location of the competition. If facility rental fee is required, notifies Treasurer to secure payment.

8. Contracts an expert recording engineer to record the competition for possible submissions to the national level. Notifies Treasurer to secure payment.
9. Sets dates for deadlines associated with the State Competition.
10. Publishes rules for state and national competitions in the summer state newsletter in even-numbered years. Includes: deadlines, required repertoire, guidelines for additional repertoire, age categories, information about entry fees and prizes, competition location, application form, and contact information for anyone having questions.
11. Assembles a professional adjudication committee preferably with one expert in each instrument. Notifies Treasurer of judges' fees and has checks ready at the competition site.
12. Notifies *all* competitors in writing of the contest results by the notification deadline.
13. Sends tapes of winners and any other "honorable mention" players on to national level of competition.
14. Create certificates for the winners notifying the Treasurer of costs involved.
15. Notifies VASTA Treasurer of winners to secure their cash awards. Mails winners' award checks and certificates within one week of competition.
16. Keeps records of each year's winners.

Timeline for the Duties of the State Solo Competition Chairman

May of even years- Sets deadline dates. Sends information concerning the competition to the state Newsletter Editor for publication in the summer issue of The Fingerboard.

Summer of even years- Contracts adjudication committee.
 Contracts recording engineer.
 Books competition facility.

Oct/Nov of even years- Competition

Nov 20 of even years- Notifies all competitors of the winners.
 Submits winners' tapes and selected "honorable mention" tapes to national competition.
 Mails certificates and winners' award checks.

Items to Give to the Next State Solo Chair

1. Sample winner certificates
2. Sample competition guidelines and application form
3. Sample adjudication sheet
4. Competition Checklist
5. Current history

