

The Washington ASTA WITH NSOA State Officers' Handbook.

Contains Officers' Duties and Typical Timelines

(The Kansas Handbook by David Littrell (ASTA WITH NSOA President, 2002-2004), serves as the template for this Handbook.)

A. Duties of the State President

1. Attends at least two State Board meetings per year, creates the agenda and conducts the meetings. These meetings are held in early or late summer and also at the time of MEA convention.
2. Plans the agenda for the annual business meeting at WMEA 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
 - b. Newsletter Editor and Membership Chair
 - c. Annual Solo Competition Chair
 - d. Grants Chair
 - e. Members-at-large (not currently filled)
4. Financial responsibilities:
 - a. The President's and Treasurer's names are signed on the signature card for the organization's checkbook.
 - b. 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.
 - c. Receives a financial report from the Treasurer at least twice a year at Board meetings and an annual report for the membership business meeting in February.
 - d. Currently the bank statements go directly to the Treasurer. A photocopy of these must be sent to the President for his/her review as requested.
5. The President is ultimately in charge of and responsible to see that all the following are planned and carried out:
 - a. The state Solo Competition.
 - b. Other ASTA-sponsored events such as the Summer Conference, mini-conferences, and other events that may be planned.
 - c. An election committee is formed and elections are held every two years and whenever otherwise deemed necessary as directed by the constitution and by-laws.
 - d. An annual report written and submitted to the National Office every June 1.
6. Organizes and plans the annual ASTA WITH NSOA meeting in conjunction with WMEA.

- a. Solicits nominations for and arranges for the annual state awards to be given to outstanding people who are among our membership or support our profession: the Certificate of Merit, the Distinguished Service Award, and the Hall of Fame Award. Normally only one Hall of Fame Award is given per year. The President places an announcement in every Newsletter asking for nominations from the membership as a whole. The Board also makes nominations.
- b. Schedules the ASTA WITH NSOA luncheon for the convention.
- c. Pays or arranges to pay for all bills incurred for our sessions and the luncheon.

(The following duties would be implemented if ASTA sessions are offered at WMEA)

- a. Arranges for guest clinicians.
- b. Plans, in consultation with the Board, workshops to be presented at the convention and student or faculty to perform at sessions.
- c. Arranges for rooms to be reserved for the sessions by contacting the President of MEA.
- d. Submits a schedule for our part of the convention to the President of MEA (usually in November). Sends this via the Newsletter to our membership.
- e. Submits an annual report for the Calendar Year to MEA to be included in the MEA Board Book for the MEA convention. Attends the MEA Board meeting at convention time to report, as an affiliate organization, what is happening in our organization based on the report in the Board Book. Can submit items to be considered on the Board Agenda that represent our organization's interests and concerns.
- f. Arranges for coffee, juices, and donuts or rolls for the ASTA WITH NSOA sessions.

7. Participates in a fall and spring phone interview with a member of the national board about our state's activities and concerns. A written questionnaire is filled out prior to this phone call.
8. Participates in a nationally arranged phone call interview with Presidents from two other states for sharing ideas.
9. Attends the National Convention or sends the President-elect in his/her place. The Washington chapter is expected to pay for airline tickets, lodging, and at least some meals.
10. By June 1 of each year is asked to submit an annual report to the National Office of our state's happenings and activities for the previous year. When a President finishes his/her term on May 15, he or she is still expected to write the report for that year ending on June 1. A copy of this report is sent to the state Historian.
11. Deals with any problems that go beyond the chair's responsibilities of an event sponsored by ASTA WITH NSOA that affects the organization as a whole.
12. Writes the President's Message for every Newsletter. Discusses with the Newsletter Editor any items that need to be considered in the Newsletter. This can also be discussed at Board meetings.
13. Maintains ASTA WITH NSOA files for the organization and submits these to his/her successor upon release from the office. Such files may include:
 - a. Event contracts and reports from the previous year and other vital information that needs to be used by the chairperson of that event for the following year.

- b. Current information on ASTA WITH NSOA awards with a list of previous recipients and years.
- c. At least one copy of the Newsletter from the last two years. The Historian should keep files from previous years.
- d. Any other papers which are important to the smooth transition of administrations.

14. *(If implemented by WMEA) Appoints a three-person committee from the membership to judge MEA orchestra tapes that have been submitted for next year's MEA convention. The judging day is usually around June 1st. Currently, the WMEA board assigns this duty, but if WASTA were to become more involved, this would be an important duty for the WASTA president.*

B. Timeline for Duties of the State President

May 15

- Begins term of office in even numbered years
- Receives files from outgoing President See #13 above.

June 1

- Annual Report due in National office, written after first and second years are completed. The incoming President does not write the report that is due 15 days after he or she assumes office. A copy of this report is sent to the state Historian.
- Makes appointments to those posts listed above in #5.

June-Aug

- Plans, convenes and presides over Board meeting sometime during the summer.
- Requests Annual Report from the Historian (if applicable; otherwise Past President).
- Writes President's Letter for the Newsletter.
- Sees that the Newsletter is published and mailed by mid-August.

August

- Sees that the Newsletter is published and mailed by mid-August.

September

- Plans the ASTA workshops for the MEA convention; secures clinicians.
- Reserves rooms for MEA.
- Fills out telephone campaign questionnaire and returns to National Office by October 1

October.

- Completes State Report by October 1. Participates in the fall phone campaign with national board members.
- Receives call from a national board member in October.
- Schedules the MEA ASTA luncheon with the Hyatt Regency Hotel.

November

- Submits a schedule for ASTA part of the MEA convention to the President of MEA.

January

- Writes President's Letter for the Newsletter.
- Solicits nominations, perhaps in conjunction with Board members, for Annual Awards.
- Sees that the Newsletter is published and mailed by February 1.

February

- Sees that the Newsletter is published and mailed by February 1.
- Plans, convenes and presides over Board meeting at WMEA conference
- Attends all ASTA-sponsored events at WMEA convention.
- Attends Board meeting at WMEA.

Feb./March

- Attends National Convention (expenses paid).

April

- Completes State Report by April 1.
- Participates in the spring phone campaign with national board members.

C. Duties of the State President-elect

1. Attends at least two State Board meetings per year. These meetings are held in early or late summer and also at the time of MEA convention.
2. Attends the National Convention if the President is unable to attend. The Washington chapter is expected to pay for airline tickets, lodging, and at least some meals.
3. Observes the duties of the President and becomes familiar with the National and WASTA bylaws. Becomes familiar with the duties of all Board members, both elected and appointed.
4. Immediately becomes President of WASTA 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 Washington ASTA with NSOA State President."

D. Timeline for Duties of the State President-elect

May 15

- Begins term of office in even numbered years.

June-Aug

- Attends Board meeting sometime during the summer.

February

- Attends all ASTA-sponsored events at WMEA convention.
- Attends Board meeting at WMEA.

March

- Attends National Convention if state President is unable to attend. (expenses paid).

E. Duties of the State Past President

1. Attends at least two State Board meetings per year. These meetings are held in early or late summer and also at the time of MEA convention. Attends Summer Conference.
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.

F. Timeline for Duties of the State Past President

May 15

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

June-Aug

- Attends Board meeting sometime during the summer.

February

- Attends all ASTA-sponsored events at WMEA convention.
- Attends Board meeting at WMEA.

G. Duties of the State Secretary

1. Attends at least two State Board meetings per year. These meetings are held in early or late summer and also at the time of MEA convention.
2. Takes minutes for all Board meetings.
3. Attends the National Convention if the President and President-elect are unable to attend. The Washington chapter is expected to pay for airline tickets, lodging, and at least some meals.
4. 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 Washington ASTA with NSOA State President."

H. Timeline for Duties of the State Secretary

May 15

- Begins term of office in even numbered years.

June-Aug

- Attends Board meeting sometime during the summer and takes minutes.

February

- Attends all ASTA-sponsored events at MEA convention.
- Attends Board meeting at WMEA, takes minutes.

March

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

I. Duties of the State Treasurer

1. Attends at least two State Board meetings per year. These meetings are held in early or late summer and also at the time of MEA convention.
2. The Washington Chapter of ASTA WITH NSOA receives operating funds from National rebates and revenue-producing events sponsored by the organization. The Chapter will maintain a checking account, and the President and Treasurer will be listed on the signature cards. The President shall first approve all expenditures necessary to the administration of the activities of the organization. The President may consult the Board in deciding what expenditures should be funded.
3. Will maintain and balance the monthly bank statements and send a photocopy to the President every month. The Treasurer will prepare periodic financial reports for Board meetings and an annual report to submit to all the members at the time of the business meeting. This report shall be made available to the National Executive Board every October
1. An Annual Budget Report—in condensed format—will be published in the summer Newsletter each year.
4. Writes checks for all state expenses.
5. Oversees the budget and maintain excellent records of all credits and debits.
6. In consultation with the President, requests an audit by an outside accounting firm, if so directed by a majority vote of the Board.
7. 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 Washington ASTA WITH NSOA State President.”

J. Timeline for Duties of the State Treasurer

May 15

- Begins term of office in even numbered years.

Monthly

- Writes checks as directed for WASTA expenses.

August 1

- Bi-annual Treasurer's Report due to national office for the six months ended June 30.

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 summer WASTA Newsletter.

February 1

- Bi-annual Treasurer's Report due to national office for the six months ended December 31.

February

- Attends all ASTA-sponsored events at MEA convention.
- Attends Board meeting at MEA, presents Treasurer's Report.
- Presents annual Treasurer's Report at general membership meeting at MEA convention.

K. Duties of the State Newsletter Editor

1. Attends at least two State Board meetings per year. These meetings are held in early or late summer and also at the time of WMEA conventions
2. Formats and publishes three Newsletters per year, usually in early October , mid January and May.
3. Solicits members for articles or announcements to be included in Newsletter.
4. Sets advertising rates and solicits for advertisements included in Newsletter. Oversees payment of bills from advertisers and deposits payments.
5. Requests mail labels from the National Office for State members, National board members and State Presidents and State Newsletter Editors. Newsletters should be mailed to these people as well as the Washington membership.
6. Requests application forms and information notices for state activities such as grants and contests.
8. Oversees production of newsletter (photocopies, staples, folds, purchases stamps, affixes stamps and labels and puts in mail).

L. Timeline for Duties of the State Newsletter Editor

May 15

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

June-Aug

- Attends Board meeting sometime during the summer.
- Attends WASTA Summer Conference.

August

- Requests mail labels from the National Office.
- Send letters to potential advertisers.
- Ask president for message and other article ideas.
- Deposit checks from advertisers.

January

- Requests mail labels from the National Office.
- Ask president for message and article ideas.

February

- Attends all ASTA-sponsored events at WMEA convention.
- Attends Board meeting at WMEA.

April

- Requests mail labels from the National Office.
- Ask president for message and other articles.

M. Duties of the State Historian

1. Attends ASTA board meetings and events and gathers information appropriate for the scrapbook.
2. Contacts chair-persons of ASTA events not attended in order to get copies of programs, etc.
3. Gathers and organizes scrapbook material. This material can include newsletters, board meeting minutes, financial reports, annual reports, convention activities, and programs from ASTA events.
4. Keeps an up-to-date list of award winners and past presidents.

N. Timeline for Duties of the State Historian

May 15

- Begins term of office in even numbered years.
- Obtains scrapbook from previous historian.

June-August

- Organizes all material collected from previous year.
- Attends board meeting during the summer
- Collects material from summer conference and board meeting

September

- Collects info on String Romp and Fall Newsletter.

February

- Collects convention info, winter newsletter

O. Duties of the State Board Members-at-Large (If applicable)

1. Attends at least two State Board meetings per year. These meetings are held in early or late summer and also at the time of MEA convention.
2. Attends all ASTA-sponsored events at MEA convention.
3. Attends all ASTA-sponsored events at MEA convention.
4. Willingly volunteers to work on committees as assigned by the President.
5. Volunteers to write one article a year for the Newsletter, if requested by the President or editor of the Newsletter.

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

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

June-Aug

Attends Board meeting sometime during the summer.
Attends WASTA Summer Conference.

February

Attends all ASTA-sponsored events at MEA convention.
Attends Board meeting at MEA.
Attends general membership meeting at MEA convention.

Q. Duties of the State Solo Competition Chairman

General Information:

WASTA sponsors a state Solo Competition every year. Guidelines are printed in the summer newsletter. Audition tapes are submitted and winners announced in December. The WASTA competition becomes the first step of the ASTA National Solo Competition that is held in alternate years. Guidelines come out in the February issue of the national journal in even-numbered years.

Competitors submit tapes to the state chairman in December. The chairman sends on state winners and any other worthy tapes to the national competition, which is held the following spring of even-numbered years. For example, the 2001 WASTA Solo Competition, with tapes due in December 2001, will be the preliminary step of the 2002 ASTA National Solo Competition. State first-place winners in each division will receive \$100; second-place winners will receive \$75; third-place winners will receive \$50. The adjudicators are not obliged to award any or all of the prizes.

1. In years of state competition only, establish—with input from expert colleagues—repertoire for Junior and Senior Divisions in each instrument.
2. Publish rules for state and national competitions in August state newsletter. Include: deadlines, required repertoire, guidelines for additional repertoire, audition tape length guidelines, age categories, information about entry fees and prizes, requirements for winners' performance at MEA, application form and contact information for anyone having questions.
3. Assemble a volunteer adjudication committee to hear entry tapes, preferably with one expert in each instrument. Hearing the tapes can be done as a group or individually, as long as it is completed in time to notify the winners. It is suggested that standardized adjudication forms (see sample) be used by all judges, and that the chairman tally the scores to determine the winner.
4. Notify all competitors in writing the contest winners by the notification deadline.
5. In years of national competition, send tapes of winners and any other “honorable mention” players on to national level of competition.
6. Make framed certificates for the winners. WASTA will reimburse for materials. Notify WASTA Treasurer of winners so he or she can write checks for prizewinners. Make final arrangements with winners and with WASTA State President for performances at MEA Convention.
7. Introduce winners at their performances. Present them with their prize checks and framed certificate after the performance.
8. Keep records of each year's winners and of the required repertoire used each year.

R. Timeline for the State Solo Competition (Even Numbered Years)

April

- Develop required repertoire list.

July

- Send information concerning deadlines, required repertoire, guidelines for additional repertoire, audition tape length guidelines, age categories, information about entry fees and prizes, requirements for winners' performance at MEA, application form and contact information for anyone having questions to the state Newsletter Editor in time for summer newsletter.

September

- Assemble adjudication committee.
- Acknowledge receipt of any tapes that have been submitted.
- Arrange for committee to listen to tapes after closing of submission deadline.
- Notify all competitors of the list of winners.
- Submit winners and other worthy tapes to ASTA National Competition Chair.

Items to Give to the Next State Solo Chair

- Sample winner certificates

- Sample competition guidelines and application form
- Sample student/teacher invitation letter
- Sample flier
- Sample adjudication sheet
- Current history

Fall 2006 – State-level competitions. Check with your local chapter to see if your state is holding a solo competition. Participants in 2005 and 2006 state solo competitions are eligible for the 2007 National competition.

November 16, 2006 – Deadline for all state competitions to be completed.

December 1, 2006 – State Chairpersons submit applications for national competition to the national office, postmarked by this date.

February 1, 2007 – Finalists will be selected and notified by this date.

March 7-10, 2007 – Finalists compete at ASTA National Conference in Detroit, MI

March 7, 2007 – (Junior Division rehearsal period)*

March 8, 2007 – Junior Division Competition (Senior Division rehearsal period)*

March 9-10, 2007 – Senior Division Competition*

March 10, 2007 – Winner's Recital*