

# WVSTA State Officers' Handbook: Officers' Duties and Timelines

## Duties of the State President

1. Plans at least one State Board meeting per year, creates the agenda and conducts the meeting.
2. Plans the agenda for the annual business meeting and conducts the meeting. This is usually held at the WVMEA Convention.
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. Annual Solo Competition
  - b. State Performance Evaluation and Assessment Chair (Strawberry Festival )
  - c. WV All-State Orchestra Chair (This position is appointed at the end of the President's term, for the following two years. It should be made in consultation with the current All-State Chair.)
  - d. Members-at-large
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 Board meetings and for every newsletter, 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 on a monthly basis.
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. The WVMEA All-State Orchestra (spring).
  - c. Other ASTA-sponsored events such as the Summer Conference, mini-conferences, and other events that may be planned.
  - d. 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.
  - e. An annual report written and submitted to the National Office every June 1 and October 15, as requested by the national office.
6. Helps organize and plan the annual WVMEA convention.
  - a. Attends the WVMEA executive board meetings as an affiliate organization. Submits a written report about what is happening in our organization. Can submit items to be considered on the Board Agenda that represent our organization's interests and concerns. The meetings are held on the first Saturday in June, the first Saturday in December, and the Thursday morning of the Conference. (All meetings are at 10:00a.m.) Arranges for a substitute to attend in case of the President's absence.
  - b. 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. This is at the discretion of the President.

- c. Makes sure that there are string clinicians at the WVMEA convention.
- 6. 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.
- 7. Participates in a nationally arranged phone call interview with Presidents from two other states for sharing ideas.
- 8. Attends the National Convention or sends the President-elect in his/her place. The West Virginia chapter is expected to pay for airline tickets, lodging, and at least some meals.
- 9. 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.
- 10. Deals with any problems that go beyond the chair's responsibilities of an event sponsored by ASTA with NSOA that affects the organization as a whole.
- 11. Publishes the Newsletter, or appoints a Newsletter Editor. Writes the President's Message for every Newsletter, and gathers other articles to be published.
- 12. Maintains ASTA with NSOA files for the organization and submits these to his/her successor upon release from the office. Such files may include:
  - a. All bank statements for the last two years.
  - b. Current information on ASTA with NSOA awards with a list of previous recipients and years. (if applicable)
  - c. All copies of the Newsletter from the last two years. Any other papers that are important to the smooth transition of administrations.
- 13. Participates in the judging of the tapes submitted for the Honor Groups participation at the WVMEA Convention. This usually takes place in the fall.

**Timeline for Duties of the State President**

May 15	Begins term of office in even numbered years Receives files from outgoing President See #12 above.
June 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 kept in the President's files.
June	Makes appointments to those posts listed above in #5. Attends WVMEA board meeting the first Saturday in June. Makes sure that there will be string clinicians at WVMWA Convention.
June-Aug	Plans, convenes and presides over Board meeting sometime during the summer.
September	Fills out telephone campaign questionnaire and returns to National Office by October 1. Receives call from a National Board member in October.
October	Participates in the fall phone campaign with National Board members. Gathers information for the Fall Newsletter. Sees that the Newsletter is published and sent.

- December      Attends the WVMEA Board meeting, usually the first Saturday in December.  
  
                    Solicits nominations, perhaps in conjunction with Board members, for Annual Awards, if applicable.  
                    On even numbered years, makes sure that there is a nominating committee of three to present nominations for a ballot in the February Newsletter.
- February      Sees that the Newsletter is published and mailed in February.
- March          Attends WVMEA Convention, including the WVMEA board meeting on the Thursday morning of the Convention.  
                    Presides over the annual West Virginia String Teachers business meeting.  
                    Attends National Convention (expenses paid).  
                    In the last year of Presidency, appoints (with the help of the current All-State Chair) the new All-State Orchestra Chair



### Duties of the State President-elect

1. Attends the WVSTA Board meetings as arranged by the President.
2. Attends the National Convention if the President is unable to attend. The West Virginia 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 by-laws. Becomes familiar with the duties of all Board members, both elected and appointed.
4. Immediately becomes President of WVSTA 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 West Virginia ASTA with NSOA State President."

### 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.
March	Attends all WVSTA-sponsored events at WVMEA convention Attends National Convention if state President is unable to attend. (expenses paid).



### Duties of the State Past President

1. Attends the WVSTA Board meetings as arranged by the President.
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.

### Timeline for Duties of the State Past President

May 15	Begins term of office in even numbered years. Gives files to incoming President.
June 1	Annual Report due in National office, written after the second year as President is completed. The incoming President does not write the report that is due 15 days after he or she assumes office.
June-Aug	Attends Board meeting as arranged by the President.
March	Attends all WVSTA-sponsored events at WVMEA convention.



### **Duties of the State Secretary**

1. Attends the WVSTA Board meetings as arranged by the President.
2. Takes minutes for all Board meetings, and the yearly WVSTA business meeting.
3. Attends the National Convention if the President and President-elect are unable to attend. The West Virginia 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 West Virginia ASTA with NSOA State President."

### **Timeline for Duties of the State Secretary**

May 15	Begins term of office in even numbered years.
June-Aug	Attends Board meetings and takes minutes.
March	Attends all WVSTA-sponsored events at WVMEA convention. Attends National Convention if state President and President-elect are unable to attend.



## Duties of the State Treasurer

1. Attends the WVSTA Board meetings as arranged by the President.
2. The West Virginia 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, Newsletters, and an annual report to submit to all the members at the time of the yearly 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 one Newsletter each year.
4. Prepare and submit the financial report to the National Office as required in June and December.
5. Writes checks for all state expenses.
6. Presents an annual budget at the first Board meeting of the fiscal year. (The fiscal year being from July-July)
7. Oversees the budget and maintain excellent records of all credits and debits.
8. In consultation with the President, requests an audit by an outside accounting firm, if so directed by a majority vote of the Board.
9. 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 West Virginia ASTA with NSOA State President.”

## Timeline for Duties of the State Treasurer

May 15	Begins term of office in even numbered years.
Monthly	Writes checks as directed for WVSTA expenses. Sends copies of bank statements to the President.
June	Sends the financial report to the National Office of ASTA, as required by ASTA.
June-Aug	Attends Board meetings as arranged by the WVSTA President. Presents the annual budget at the first meeting, as well as the Annual Budget Report from the previous year. Sends a Treasurer’s report for each Newsletter as requested by the President.
December	Sends the financial report to the National Office of ASTA, as required by ASTA.
March	Attends all ASTA-sponsored events at WVMEA Convention. Attends Board meeting at KMEA, presents Treasurer’s Report.

Presents annual Treasurer's Report at general membership meeting at WVMEA convention.

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### **Duties of the State Board Members-at-Large**

1. Be in contact with the WVSTA President by e-mail.
2. Willingly gives advice on issues as requested by the WVSTA President.
3. Willingly volunteers to work on committees as assigned by the President.
4. Volunteers to write one article a year for the Newsletter, if requested by the President or editor of the Newsletter.

### **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.



### **Duties of the W. V. All-State Orchestra Chairman**

1. Select and contract the guest conductor.
2. Maintain an All-State Orchestra checking account. (Leave a \$400 balance for the next chair.)
3. Provide a financial report to the President at the end of the fiscal year. (June)
4. Make hotel reservations for the Guest Conductor.
5. Organize string auditions for late January at a central location. Contract the adjudicators. Make available the string audition materials, which are usually excerpts from the repertoire for the concert.
6. Provide articles for the Newsletter as requested.
7. Attend WVMEA Board meetings three times a year. First Saturday in June, first Saturday in December, the Thursday morning of the WVMEA Conference. Send a substitute if unable to attend.
8. Attend WVMEA Convention, set up rehearsal space, register All-State Orchestra personnel.
9. Act as a liaison for the conductor, parents, teachers, students. Facilitate rehearsals and sectionals wherever possible. Help set up for the concert on Saturday afternoon. Make sure everyone has what they need. Plan for emergencies, with extra music, instrument repairs, etc.
10. Help the WVSTA President find the next All-State Chair.
11. Attends WVSTA Board meetings.

### **Timeline for Duties of the W. V. All-State Orchestra Chairman**

April/May	Select and contract the Guest Conductor Work with the conductor to determine the repertoire for the concert. Maintain an All-State Orchestra checking account. (Leave a balance of \$400 for the next Chair)
June	Provide a financial report at the end of the fiscal year. In even years, pass along the files to the next All-State Orchestra Chair. These should include templates of letters, address lists and the All-State Orchestra funds. Attend WVMEA Board meeting, the first Saturday in June.
June-Aug	Attend WVSTA Board meeting.
September	Make hotel reservations for the Guest Conductor. Organize string auditions in late January in a central location.
October	Make available the string audition materials. Provide articles for the Newsletter as requested by the President or Newsletter editor.
December	Attend WVMEA Board meeting, the first Saturday in December.

March/ April Attend the WVMEA Convention, set up rehearsal space, register All-State Orchestra personnel.  
Act as a liaison for the conductor, parents, teachers, students. Facilitate rehearsals and sectionals wherever possible. Help set up for the concert on Saturday afternoon. Make sure everyone has what they need. Plan for emergencies, with extra music, instrument repairs, etc.  
Attend the WVMEA Board meeting at the Thursday morning of the WVMEA Conference.



## Duties of the State Solo Competition Chairman

### General Information:

WVSTA sponsors a state Solo Competition every year. Guidelines are the responsibility of the State Solo Competition Chair. They should be published in the WVSTA Newsletter. The WVSTA 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 odd-numbered years.

## Timeline for the State Solo Competition Chairman

- July        Develop required repertoire list.
- August     Send information concerning deadlines, required repertoire, guidelines for additional repertoire, audition tape length guidelines, age categories, information about entry fees, application form and contact information for anyone having questions to the state Newsletter Editor in time for summer newsletter. If there is no summer newsletter, send it out separately.
- December   1) Assemble adjudication committee.  
               2) Acknowledge receipt of any tapes that have been submitted.  
               3) Arrange for committee to listen to tapes after closing of submission deadline.  
               4) Notify all competitors of the list of winners.  
               5) Submit winners and other worthy tapes to national competition
- February    1) Have certificates 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

