



**New York**

**American String Teachers Association**

**Board Policy**

**HANDBOOK**

This handbook serves as the official guide for New York American String Teachers Association with National School Orchestra Association Officers for the fulfillment of duties as leaders of this organization. This handbook, along with any accompanying files, computer disks or related documents is the property of the New York Unit of ASTA with NSOA. These documents should be kept in the possession of the officer until such time that is passed on to that officer's predecessor at the spring meeting of the election year.

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**New York  
ASTA**

***MISSION STATEMENT***

The New York Unit of the American String Teachers Association with the National School Orchestra Association has the purposes of:

- To promote a wider interest and participation in string performance
- To promote the highest standards in string pedagogy and instruction
- To serve as a coordinating agency for the professional advancement of its members

# New York

## ***PRESIDENT***

### **RESPONSIBILITIES**

1. Oversee all activities of the state organization
  - call meetings
  - serve as program chair
  - coordinate activities between the other officers
  - release publicity
  - see that necessary schedules are met
2. Write “president’s letter” for each newsletter issue. Send editor other information to be used as articles, filler and other items
3. Schedule meetings
  - general membership meetings at summer and winter conferences
  - executive board meetings; May, summer and winter conferences
6. Set agenda for each meeting: send to board prior to meetings
7. Track membership activities:
  - update with Membership Chair and send letter to welcome new members
  - prepare membership updates for ***The Bridge*** newsletter
  - keep apprised of membership recruitment activities with Membership Chair
6. In consultation with Executive Board, appoint officers (editor of ***The Bridge***, Grant Coordinator, Zone Chair, Zone Representatives, and Treasurer) as vacancies occur
7. Obtain necessary mailing labels from national office for ***The Bridge***, workshop mailings, elections, etc.
8. Send quarterly rebate checks to Treasurer
9. Attend meetings of related state level organizations, COMEA & CONTEMP
10. Turn in National ASTA/NSOA proposals, include outreach, urban and special projects
11. Prepare for ASTA with NSOA phone interviews (twice yearly): questionnaire to be sent from national office

12. Keep up with presidential correspondences
  - congratulatory letters to award winners
  - thank you notes to presenters and their employers
  - reminders to officers/chairs of deadlines
  
13. Maintain updated files and archives
  - Projects
  - Activities
  - Accomplishments
  - Grants
  - Presidential summary of term of office
  
14. Approve all reimbursable expenditures made by board members
  
15. Organize the string segment of the NYSSMA Summer Conference
  
16. When invited and in cooperation with the NYSSMA String Chair, organize the string segment of the Winter Conference

## **CALENDAR**

The president is an elected officer and serves a two-year term in this office. The president is responsible for the leadership of the organization, chairing executive, full board and membership meetings.

The time frame for regular duties of this office is listed below. The president will keep up with this calendar, managing additional duties as they arise. The president will also oversee the obligations of the other officers and chairs, confirming that necessary deadlines are met, income and expenses are accounted for and the work of the organization is begin fulfilled.

### **APRIL**

- Across Borders phone campaign
- Quarterly membership list arrives from National, send “new” and “not renewed” list to Membership Chair
- Send editor of ***The Bridge*** the names of new members for publication
- Request mailing labels for newsletter
- Contact industry about the selection process of new music for the NYSSMA Summer Conference
- Obtain information for NYSSMA General Membership meeting from soloist for Director’s Orchestra and consult with conductor
- Prepare ASTA awards plaques for NYSSMA Summer Conference

- Obtain AV and other equipment needs from clinicians (only request for the exact time needed and not just to be left in the room)

### MAY

- On election years of President-Elect, Secretary and Member-at-Large, appoint the Treasurer and chairs for the two-year term of the President
- Continue to update the files begun as President-Elect for a record of your tenure
- Continue to update the e-mail list
- Chair spring Executive Board Meeting
- Start selection of new reading music for NYSSMA Summer Conference
- Send to National for a copy of the insurance policy to be sent to the site of the NYASTA String Conference camp and contact the Treasurer to make payment to National.

### JUNE

- Finish new music selection and prepare reading lists by the end of June
- Send to Industry the numbers of reading session folders needed
- Obtain hotel information from clinicians and send to NYSSMA 3<sup>rd</sup> Vice-President by June 30<sup>th</sup>
- Send conference booklet information: officers, acknowledgements to industry and a diagram of orchestra set-up to NYSSMA 3<sup>rd</sup> Vice-President

### JULY

- Send last confirmation on clinics, time and place to clinicians
- Remind conductors of their commitment for reading sessions
- Establish an on-site committee for the collation of music on Sunday (1<sup>st</sup> day of conference)
- Send on-site coordinator all requests for AV equipment, microphones, white boards, podium, chairs and stands
- Prepare agenda for Executive Board and General Membership meetings – send a copy to Executive Board prior to conference
- When necessary, contact an ASTA/NSOA member in the conference area to provide double basses for the reading sessions
- Mail copy of quarterly report and rebate check to Treasurer
- Mail copies of “new” and “not renewed” members to Membership Chair
- Remind Secretary to make and collect conference attendance sheets
- Request brochures and extra Journals for the NYSSMA Summer Conference

### AUGUST

- August 1<sup>st</sup>, remind chairpersons of reports due at general membership meeting
- Attend NYSSMA Summer Conference

- Arrive early at the conference to do collation of reading sessions
- Arrange for de-collation of music on-site
- Preside over all activities at the conference
- Attend COMEA breakfast and follow-up luncheon at the conference
- Hand payment vouchers to clinicians to be filled out and returned to you before they leave
- Chair Executive, General Membership meetings, and closing rap session
- Glean ideas for future conference sessions from the membership
- Write thank you letters to clinicians
- Write article about the conference for SMN and send to the editor of *The Bridge*

### SEPTEMBER

- All payment vouchers should be into the 3<sup>rd</sup> vice-president by September 1<sup>st</sup>
- Start working with the President-Elect on next summers conference, clinicians and conductors

### OCTOBER

- State Report due to National Office October 1<sup>st</sup>
- Send President's letter to editor of *The Bridge*
- Ensure articles from summer conference have arrived to the editor
- Compile survey data for post-conference meeting
- Membership quarterly arrives from National
- Request brochures and extra Journals for the NYSSMA Winter Conference
- Check with NYSSMA String Chair for details of the NYSSMA Winter Conference and offer any assistance needed

### NOVEMBER

- Prepare answers for state president phone campaign from the National Office
- Attend NYSSMA Winter Conference
- Chair NYASTA/NSOA Executive and General Membership meetings
- Glean ideas for future sessions from membership

### DECEMBER

- Send contracts to clinicians and conductors in early December for NYSSMA Summer Conference
- Request mailing labels for winter newsletter

- On election years, work with President-Elect on candidates for office and possible nominating committee

### **JANUARY**

- Send completed NYSSMA Summer Conference contracts to NYSSMA 3<sup>rd</sup> Vice-President
- Send completed NYSSMA Summer Conference schedule to NYSSMA 3<sup>rd</sup> Vice-President
- Send clinicians photo and vitae to NYSSMA 3<sup>rd</sup> Vice-President
- Send session titles and descriptions to NYSSMA 3<sup>rd</sup> Vice-President
- Ensure articles of NYSSMA Winter Conference have been sent to editor
- Quarterly membership list arrives from National ASTA with NSOA and send list of “new” and “not renewed” members to membership chair
- Write President’s letter for **The Bridge**

### **FEBRUARY**

- Assist NYSSMA String Chair with preparation and clinicians for the next NYSSMA Winter Conference when invited
- On the election year, check election results with the President-Elect and send to the National Office

### **MARCH**

- Continue contact with Past-President on the status of Committee Chairs

### **NOTES:**

# **New York ASTA**

## ***PRESIDENT-ELECT***

### **RESPONSIBILITIES**

1. Aid the President as needed
2. Attend Board and General Membership meetings. Make reports as needed.
3. Attend NYSSMA Summer and Winter Conferences and National ASTA Convention
4. Update Board Policy Handbook (odd years)
5. Keep file of each activity and elected office as part of permanent record of term in office
6. Assist President with planning for NYSSMA Summer Conference

### **CALENDAR**

The President-Elect is an elected officer and serves a two-year term in this office. The President-Elect is a member of the Executive Board and is responsible for helping the President as needed, overseeing the state preliminary competition and other duties as required by the President and chapter business. The President-Elect will assume duties of President would the President move out-of-state or be otherwise unable to fulfill functions of his/her office.

The time frame for regular duties of this office is listed below. The President-Elect will keep up with this calendar, managing additional duties as they arise.

### **NOTES:**

# New York ASTA

## *PAST PRESIDENT*

### RESPONSIBILITIES

1. Attend executive board and general membership meetings at NYSSMA Winter and Summer Conferences
2. Oversee all committees
3. Be responsible for NYASTA Archives
  - People (contacts)
  - Projects, activities, accomplishments during term of office
  - Committee reports
4. Write a brief summary of NYASTA during your term of office as president. This will be added to the archives.
5. Provide counsel and help to the president
6. Review NYASTA constitution and by-laws as needed. Revisions and membership vote may be needed.

### **Notes:**

# New York ASTA

## ***SECRETARY***

### **RESPONSIBILITIES**

1. Attend executive board and general membership meetings at NYSSMA Winter and Summer Conferences
2. Compile minutes and e-mail to president for approval
3. Mail completed minutes to full board membership in timely fashion (within two weeks, if possible)
4. Mail minutes of executive board meetings to President, Webmaster and Editor (for inclusion in ***The Bridge***) and the NYASTA website in a timely fashion
5. Keep two copies of minutes
  - Secretarial file to pass on to next secretary
  - For archives
6. Order stationery and envelopes if necessary. Contact Graphics Plus Printing in Cortland, NY for printing of stationery and envelopes. Business cards should also be created using computer software.

### **CALENDAR**

The secretary is an elected officer and serves a two-year term in this office. The secretary is a member of the executive board and is responsible for taking minutes at all official New York ASTA/NSOA meetings.

The time frame for regular duties of this office is listed below. The secretary will keep up with this calendar, managing additional duties as they arise.

#### **MAY**

- Obtain minutes for last two years from out-going secretary (if not in notebook)
- Study these minutes for format
- Attend May executive board meeting when not held via internet meeting.  
Minutes should include:

- Motions, name of member making motion and seconding as well as results of votes
- All action, who is responsible, and time-line for action
- Brief summary of important topics discussed

## **JUNE**

- Write up, e-mail to president, and send approved minutes to board of May meeting

## **JULY**

- Be in contact with president regarding obtaining brochures and extra Journals (AST) for the NYSSMA Summer Conference.
- Contact any industry members who have made arrangements with NYASTA to have materials displayed at the NYASTA table. Example: Shar Products (for sponsoring Solo Competition)
- Make conference attendance sheets for each session at the conference
- Order more stationery materials if possible
- Create additional business cards for Executive Board

## **AUGUST**

- Attend NYSSMA Summer Conference
  - Bring promotional materials from National and Industry as stated in JULY
  - Bring NYASTA Banner
  - Bring officer Stationery and office supplies/business cards
  - Bring Expense Vouchers
  - Bring back issues of ***The Bridge*** for display and distribution
  - Bring attendance sheets
  - Bring 8 copies of minutes from previous board meeting for board members (copy printed in ***The Bridge*** may be used)
- Collect attendance sheets at end of each session/clinic – remind participants to sign in at each session/clinic
- Assist Editor in obtaining articles, write-ups on sessions, photos, and any other necessary items needed for publication of ***The Bridge***
- Attend Executive and General Membership Meetings. Take minutes.
- Write-up minutes, e-mail to president and mail approved minutes to executive board within 2 weeks of the completion of the conference

## **SEPTEMBER**

- Assist Editor in typing and/or compiling information for the upcoming issue of ***The Bridge***
- Continue searching for new advertisers for ***The Bridge***

## **OCTOBER**

- Assist Editor in typing and/or compiling information for the upcoming issue of **The Bridge**
- Continue searching for new advertisers for **The Bridge**
- Be in contact with president regarding obtaining brochures and extra Journals (AST) for the NYSSMA Winter Conference.
- Contact any industry members who have made arrangements with NYASTA to have materials displayed at the NYASTA table. Example: Shar Products (for sponsoring Solo Competition)

## **NOVEMBER**

- Attend NYSSMA Summer Conference
  - Bring promotional materials from National and Industry as stated in JULY
  - Bring NYASTA Banner
  - Bring officer Stationery and office supplies/business cards
  - Bring Expense Vouchers
  - Bring back issues of **The Bridge** for display and distribution
  - Bring attendance sheets for NYASTA/NSOA Sessions/Workshops
  - Bring 8 copies of Summer Conference board meeting minutes for board members. (copy printed in **The Bridge** may be used)
- Assist Editor in obtaining articles, write-ups on sessions, photos, and any other necessary items needed for publication of **The Bridge**
- Attend Executive and General Membership Meetings. Take minutes.

## **DECEMBER**

- Write-up minutes, e-mail to president and mail approved minutes to executive board within 2 weeks of the completion of the conference
- Assist Editor in typing and/or compiling information for the upcoming issue of **The Bridge**
- Continue searching for new advertisers for **The Bridge**

## **JANUARY**

- Assist Editor in typing and/or compiling information for the upcoming issue of **The Bridge**
- Continue searching for new advertisers for **The Bridge**

## **FEBRUARY**

- Assist Editor in typing and/or compiling information for the upcoming issue of **The Bridge**
- Continue searching for new advertisers for **The Bridge**

## **MARCH**

- Assist Editor in typing and/or compiling information for the upcoming issue of **The Bridge**
- Continue searching for new advertisers for **The Bridge**

## **APRIL**

- Assist Editor in typing and/or compiling information for the upcoming issue of **The Bridge**
- Continue searching for new advertisers for **The Bridge**
- Prepare all secretarial materials for transfer to newly elected Secretary if necessary

## **MAY**

- Assist Editor in typing and/or compiling information for the upcoming issue of **The Bridge**
- Continue searching for new advertisers for **The Bridge**
- Transfer all secretarial materials to newly elected Secretary if necessary
  - Meet with new Secretary to discuss/review duties

## **NOTES:**

# **New York ASTA**

## ***TREASURER***

### **RESPONSIBILITIES**

7. Attend executive board and general membership meetings held at NYSSMA Summer and Winter Conferences
8. Keep the financial records and archives for the New York Unit of ASTA
  - Financial reports (past 10 years only)
9. Prepare treasurer's report for General Membership and Executive Board Meetings (November and August)
10. Pay all bills for the organization and its associated activities;
  - Reimbursements as per submitted receipts from the Executive Board and NYASTA String Conference Board
  - Board budgeted expenditures (Conference expenditures)
  - Grants
5. Prepare financial records necessary for income tax preparation
6. Compile records of financial business to close books at the end of fiscal year (December)
7. Give president updated spreadsheet (final numbers of income and expenses for fiscal year) with suggested budget for following year
8. Keep checkbook reconciled with bank statement and spreadsheet updated
9. Bring checkbook to all meetings for payment of approved expenses
10. Evaluate grants and mini-grants for approval with the Executive Board

### **CALENDAR**

The Treasurer is an appointed position. The Treasurer is a voting member of the Executive Board and is responsible for all financial affairs of this organization.

The time frame for regular duties of this office is listed below. The Treasurer will keep up with this calendar, managing additional duties as they arise.

### **MAY**

- Newly elected Treasurer should obtain financial records from the previous Treasurer and have a meeting to go over responsibilities for a smooth transfer of administration.
- Get bank forms updated and signed

### **JUNE**

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

### **JULY**

- Pay bills, deposit checks, reconcile checkbook

### **AUGUST**

- Pay bills, deposit checks, reconcile
- Prepare 8 copies of Treasurer's report for Executive Board Meeting at NYSSMA Summer Conference
- Attend General Membership & Executive Board Meetings at NYSSMA Summer Conference
- Prepare report for General Membership Meeting at NYSSMA Summer Conference

### **SEPTEMBER**

- Pay bills, deposit checks, reconcile checkbook

### **OCTOBER**

- Pay bills, deposit checks, reconcile

### **NOVEMBER**

- Pay bills, deposit checks, reconcile checkbook
- Prepare 8 copies of Treasurer's report for Executive Board Meeting at NYSSMA Winter Conference
- Attend General Membership & Executive Board Meetings at NYSSMA Summer Conference
- Prepare report for General Membership Meeting at NYSSMA Winter Conference

**DECEMBER**

- Pay bills, deposit checks, reconcile

**JANUARY**

- Pay bills, deposit checks, reconcile

**FEBRUARY**

- Pay bills, deposit checks, reconcile

**MARCH**

- Pay bills, deposit checks, reconcile

**APRIL**

- Pay bills, deposit checks, reconcile

**NOTES:**

# NEW YORK ASTA

## ***MEMBER-AT-LARGE***

### ***Solo Competition Chair***

#### **RESPONSIBILITIES**

1. Attend General and Executive Board meetings at NYSSMA Summer and Winter Conferences
2. Coordinate State Solo Competition with College Liaison (site host) (odd years)
3. Obtain sponsors for Solo Competition
4. Coordinate with editor of ***The Bridge*** for advertising of the Solo Competition
5. Obtain necessary information from National ASTA regarding National Solo Competition requirements. Requirements to remain the same at the state level.
6. Create application form along with editor

#### **Committee Member Duties** (for **State** run competition – not **National** run competition)

- Choose appropriate literature for your division for State run competition
- Submit literature choices to Chair who will in turn submit to Executive Board for approval
- Coordinate with Chair on other duties
- Committee Members Should include:
  - Violin Chair
  - Viola Chair
  - Cello Chair
  - Double Bass Chair
  - Guitar Chair
  - Harp Chair

## **CALENDAR**

### **MAY**

- Begin fundraising and obtaining sponsors from industry and general businesses
  - Benefits of sponsoring include – advertising space depending on contribution, full prize sponsorship will have prize named after sponsor, name is listed in all printed materials regarding solo competition

### **JUNE**

- Continue fundraising

### **JULY**

- Continue fundraising

### **AUGUST**

- Continue fundraising

### **SEPTEMBER**

- Arrange host site and coordinate with host site chair. Review items to be completed and deadlines.
- Set tentative competition date (end of October)

### **OCTOBER**

- Continue fundraising

### **NOVEMBER**

- Continue fundraising

### **DECEMBER**

- Continue fundraising

### **JANUARY**

- Continue fundraising

## **FEBRUARY**

- Continue fundraising

## **MARCH**

- Continue fundraising

## **APRIL**

- Application preparation for publication in ***The Bridge***
- Deadline for applications (first Friday in October)
- Finalize competition date
- Prepare and design Flyer (along with editor) for separate mailing along with Membership Application.
- Have NYSSMA and ASTA membership lists (via e-mail if possible) send to holder of Bulk Mailing Permit

## **MAY**

- Send completed flyer to holder of Bulk Mailing Permit for separate mailing (Flyer) to NYSSMA membership and NYASTA membership (merging both organizations to avoid double mailings)

## **JUNE**

- Research possible judges for competition (utilizing host site faculty if possible)

## **JULY**

- Continue fundraising and researching possible judges

## **AUGUST**

- Continue fundraising and researching possible judges

## **SEPTEMBER**

- Finalize plans with host chair
- Finalize judges

## **OCTOBER**

- SOLO COMPETITION (end of month)
- Minimum number of applicants is 6

- Collect entrance fees and forward to Treasurer as they come in
- Prepare and design competition program along with editor
- Arrange for payment of judges (minimum \$100.00 per judge)

### **NOVEMBER**

- Meet with Executive Board to plan next Solo Competition and choose site along with site chair.
- Forward winner's tapes and applications to National. Following National guidelines as listed in AST Journal.

### **DECEMBER**

- Follow up with National regarding any possible winners from New York

### **JANUARY**

- Follow up with National regarding any possible winners from New York
- Forward information on New York winners to President and editor for publication/write-up in **The Bridge**

### **FEBRUARY**

### **MARCH**

### **APRIL**

- Compile all Solo Competition materials and prepare to forward them to newly appointed Solo Competition Chair if necessary
- Meet with new Solo Competition Chair to go over duties of position

### **MAY**

- Forward all Solo Competition materials to newly appointed Solo Competition Chair if necessary

### **NOTES:**

# New York ASTA

## *EDITOR*

### RESPONSIBILITIES

1. Attend executive board and general membership meetings at both the NYSSMA Winter and Summer Conferences
2. Collect photo-ready copy of ads and articles for publication (hardcopy or disk)
3. Get mailing labels from National ASTA prior to each mailing
4. Submit photo-ready publication to printer (hardcopy or disk) no more than 4 weeks after deadline date
5. Obtain new advertisers for publication
6. Include an up-to-date membership list in the May Issue of the newsletter
7. Take photographs during sessions at the NYSSMA Winter and Summer Conferences to be included in the issue following the conference
8. Obtain volunteers to write-up sessions at NYSSMA Winter and Summer Conferences to be included in the issue following the conference
9. Stay in touch with Assistant Editor (NYASTA Secretary)
10. Keep a copy of all issues of the newsletter for state archives

The editor is an appointed position. The editor is responsible for the publication of *The Bridge* newsletter and in acquiring for that publication. The time frames for regular duties of this office are listed below. The editor will keep up with this calendar, managing additional duties as they arise.

# *The Bridge*

## Contents

### FALL

Target date for mailing – 1<sup>st</sup> week of November

- President's Letter
- Solo Competition reminders (when applicable)
- Summer Conference write-ups, reviews and pictures (on disk)
- Winter Conference (upcoming) sessions and registration info
- Minutes from General and Executive Board Meetings
- Grant Program information and application
- Zone Representative articles
- Student Chapter profile
- Mentoring program information and applications
- Articles from membership – when available
- News from National ASTA
- NYASTA String Conference pictures and articles

### WINTER

Target date for mailing – 1<sup>st</sup> week in February

- President's Letter
- Solo Competition announcements (when applicable)
- Minutes from General and Executive Board Meetings
- Winter Conference write-ups, reviews and pictures (on disk)
- Grant Program information and application
- Zone Representative articles
- Mentoring Program information and application
- Articles from membership – when available
- News from National ASTA
- NYASTA String Conference Brochure
- Annual Membership Listing when it coincides with an election year. A separate membership listing will be Xeroxed and mailed every other year when there is no ballot

### SPRING

Target date for mailing – 1<sup>st</sup> week in May

- President's Letter
- Solo Competition application form (when applicable)
- NYSSMA Summer Conference (upcoming) sessions & registration information
- Grant Program information and application
- Zone Representative articles
- Mentoring Program information and application
- Student Chapter Profile
- Articles from membership – when available
- News from National ASTA

**\*\*Every issue should also include the following:**

- Logos – The Bridge, National
- Advertisements
- Officer Masthead
- Directory of advertisers
- Advertising information and rates
- National contact information
- NYASTA web site information
- Instrument Exchange
- Next issue deadline
- Current Membership Application (check with National before each issue)
- Pertinent NYSSMA String News
- National Projects Information

**NOTES:**

# New York ASTA

## ***WEBMASTER***

### **RESPONSIBILITIES**

1. Attend executive board and general membership meetings
2. Attend NYSSMA Winter and Summer Conferences
3. Design and maintain NYASTA Website
4. Keep New York Website active, informative, and up-to-date on association activities
5. Provide links to appropriate venues such as National ASTA, NYSSMA, MENC, and other state chapters, advertisers in *The Bridge* (as approved by Executive Board), and Solo Competition Sponsors (as approved by Executive Board)
6. Provide advertising for NYASTA activities such as the String Conference, Competitions, teacher and student workshops and conferences
7. Function as the creative force behind the organization's electronic communication needs and implement innovations as needed
8. Keep file up-to-date. Add records to those of past Webmasters
9. Continue to monitor host site maintenance and stability. Research other host sites if necessary.
10. Manage officer e-mail's through host site e-mail manager
11. Provide summary/report of status of web site (financial, statistical) at all Executive and General Membership Meetings.

The position of Webmaster is appointed and its responsibilities are ongoing, therefore, no timeline is required.

# NEW YORK ASTA

## *COMMITTEE CHAIRS*

### *National Projects and Grants*

1. Special Projects Grants
  - a. Intended to provide financial assistance to projects at the state level. Seed money is available for new projects which will advance the ASTA mission, and increase the strength, visibility and activities of the state chapter. A state may apply for partial funding for the continuation of the project in the second year.
    - i. Activities planned must fall between June 1 of the year the grant is awarded and May 31 of the following year.
    - ii. Grants up to \$800 are available from this fund. The total amount available is determined annually by National Executive Board budget decisions. The president appoints the Special Projects Grants review committee which is comprised of current national board members and past state presidents.
    - iii. Get a concept...read guidelines...fill out applications...send in by the second Friday in February for the next year's project.
    - iv. Ideas are in the guidelines send out each fall to state chapter president and are often written about in the *AST*.
    - v. Applications must go through the state chapter president who must sign the application.
    - vi. Each state chapter may apply for only one grant per year.
    - vii. Notification of award winners comes from the ASTA national president in March.
    - viii. Winners must report by letter to the National Office (once the project is completed) to be eligible for future grant consideration.
    - ix. Half of the money awarded may be requested before the project begins.
    - x. State chapters are required to contribute financially to the project.
    - xi. A sample Special Projects Grant application may be obtained from the state chapter president or on the national web site at [www.astaweb.com](http://www.astaweb.com)
2. Urban Outreach Program Grants
  - a. The Urban Outreach Program supports innovative projects that provide economically disadvantaged urban school children the opportunity to

study stringed instruments. Funds are awarded to two types of new or existing projects; INDIVIDUAL LESSON PROJECT (Private String Instruction); or GROUP PROJECTS (string instruction either in group or individual, within a larger institutional context such as a youth symphony, ensemble program, summer music camp, public school, or community music school). The maximum grant is \$500 but it can be awarded in two consecutive years if the program is exceptional.

- b. The projects can be run by a state chapter or by another organization. The deadline for application is April 1<sup>st</sup> of each year. Applications are available online at the national web site.

### 3. String Industry Council Grants (SinC Grants)

- a. Started in 1998 to help grow the number of string players and programs in the country. The focus of the grants is especially on rural and urban areas where string programs do not exist in the public schools. The SinC Grants are intended to finance new projects rather than support continuing ones. Grants will be awarded from \$100 to \$1000. They will be awarded three times a year. Funds are not intended to be used to supplement public school programs, but rather help those programs that don't currently have sufficient financial support. Applications are available at the national web site.

### 4. Potter Instrument and Coda Bow Awards

- a. Dalton Potter will donate six Rudolf Doetsch instruments annually to needy students. Three instruments – violins, violas or cellos of any size, will be awarded twice per year. Applications will be October 1<sup>st</sup> and April 1<sup>st</sup> each year. CodaBows for America will donate approximately \$5,000 worth of CodaBow Aspire bows annually to schools or studios that show particular need for their students. Applications will be October 1<sup>st</sup> and March 1<sup>st</sup> each year and can be obtained at the national web site.

## **RESPONSIBILITIES**

Committee chairs and members are appointed positions. The time frames for regular duties of this committee are listed below. The committee chair will keep up with this calendar, managing additional duties as they arise. National Projects and Grants Chair will provide interested individuals with information regarding the project or grant they are interested in pursuing and be the liaison between that individual and National ASTA as well as assist them in any way possible.

## ***Membership Chair***

### **RESPONSIBILITIES**

1. Write a letter to members who have lapsed memberships
2. Write a welcome letter to new and transferred members
3. Send a note to the webmaster (e-mail list serve) to ask the membership for any names of string teachers who might be interested in becoming a member
4. Send a recruitment letter to names received
5. Attend NYSSMA Winter and Summer Conference meetings if possible

## ***K-12 Chapters***

### **RESPONSIBILITIES**

1. Coordinate with the National Student Chapter Chair
2. Send a copy of the Student Chapter Handbook and application forms to interested persons, or direct them to the website for the online form.
3. All membership materials will need to be sent to the National Membership Chair.
4. Prepare membership cards and certificates for members
5. Attend NYSSMA Winter and Summer Conference meetings if possible

## ***Honors Orchestra***

### **RESPONSIBILITIES**

1. Coordinate with National Chairman for criteria needed to apply
2. Send all appropriate information to webmaster and Editor of *The Bridge*
3. Send all tapes to members of the committee and other judges if needed
4. Tapes should be returned with results – deadline must be established
5. State Chair then makes final choices
6. Winning tapes are sent on to National
7. Determine appropriate application fee so as to cover ALL expenses incurred
8. Judges may be given a small stipend depending on number of tapes
9. NYASTA does not pay any application fees for students
10. Chosen students for Honors Orchestra will assume all costs to participate

## *Regional Workshops*

### **RESPONSIBILITIES**

1. Regional chairs should take a survey for interest in/or need or a particular workshop
2. The New York Chapter of ASTA will send out flyers via bulk mailing to all its members
3. Regional chair should contact webmaster to list event, fees, and all pertinent information on the website. The editor of *The Bridge* should also be contacted to see if mailing can be coordinated with a mailing of the next issue of *The Bridge*. If so, the workshop advertisement will be placed directly into *The Bridge*.
4. Fees must be set to cover ALL costs of the workshop
5. Time-lines must be set for each response

## *Awards*

### **RESPONSIBILITIES**

1. Publish criteria for various awards in the May issue of *The Bridge*
  - a. Educator of the Year
  - b. Private Studio Teacher of the Year
2. Collect ballots, discuss with other committee members
3. Submit results to NYASTA President
4. Publish results in *The Bridge* and on the website
5. Present winners at the annual luncheon at the NYSSMA Winter Conference
6. Take care of selecting plaques with names of winners as presented by ASTA with the date.

## *Bulk Mailing Permit Holder*

**Present permit is held in Cortland, New York**

## *Zone Chair*

### **RESPONSIBILITIES**

1. In charge of zone representatives sending in articles for *The Bridge*. Zones are divided up using the current NYSSMA zones.
2. Need e-mail addresses and phone numbers of all representatives
3. Place names of each Zone Representative in *The Bridge* and on the website

## *Grant Coordinator*

### **RESPONSIBILITIES**

1. Receives Grants and makes recommendations to Executive Board
2. Send copies to EACH Executive Board member
3. Members will communicate to Grant Coordinator via e-mail with opinions
4. Results of each Board members decision will be counted and will determine if Grant is to be given. Grant Coordinator and President will make final decision regarding amount of grant.
5. Calendar year for Grants is January 1<sup>st</sup> to December 31<sup>st</sup>.
6. Grants must be received by August 1<sup>st</sup>
7. Grant recipients must write an article for *The Bridge* upon the completion of the project