

# American String Teachers Association, Georgia Chapter, Inc.

## State Officers' Duties and Timelines

### Duties of State President

1. Attend at least two State Board meetings per year, create the agenda, and conduct the meetings. These meetings are held in May-June and in December-January (prior to the GA ASTA general membership meeting at the GMEA convention).
2. Plan the agenda for the annual business meeting at GMEA, and conduct the meeting.
3. Appoint or re-appoint the appointed positions on the State Board within the first 30 days of office. The current appointed positions are:
  - a. Membership chair
  - b. State Solo Competition chair
  - c. GA ASTA Summer Camp director/s
  - d. Bass Symposium coordinator
  - e. Chamber Music coordinator
  - f. Members at large
  - g. Gut Reaction newsletter editor
  - h. Web site
  - i. National Honor Orchestra state chair
  - j. Chamber Music Workshop coordinator
4. Financial responsibilities:
  - a. The President's and Treasurer's names are signed on the signature card for the organization's checkbook.
  - b. Authorize, in consultation with the Treasurer and the Board (when needed), the spending of ASTA funds, and deposits into the checking account. Sees that all outstanding bills are paid.
  - c. Receive a financial report from the Treasurer at least twice a year at Board meetings and an annual report for the membership business meeting in January.
  - d. Bank statements go directly to the Treasurer. A photocopy of these should be sent by the Treasurer 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. ASTA Summer Camp

- b. Chamber Music Workshop
  - c. Bass Symposium
  - d. State Solo Competition
  - e. Other ASTA-sponsored events such as the Summer Conference, mini-conferences, and other events that may be planned.
  - f. 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.
  - g. An annual report written and submitted to the National Office every June 1<sup>st</sup>.
- 6.** Organize and plan the GA ASTA general membership meeting at the GMEA convention.
- a. Solicit nominations for and arrange for the annual state awards given to outstanding people who are among our membership or support our profession. These awards can include: Educator Award; Lifetime Achievement Award. See that a call for nominations from the membership as a whole appears annually in Gut Reaction. The board also makes nominations.
  - b. Arrange for guest clinicians.
- 7.** Participate in annual phone interviews with a member of the National Board, focusing on our state's activities and concerns. A written questionnaire is filled out prior to this phone call.
- 8.** Participate in nationally arranged phone call or email campaigns with presidents from other states.
- 9.** Attend the National Convention or sends the President-elect in his/her place (expenses paid if state budget allows).
- 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/she is still expected to write the report for that year ending on June 1.
- 11.** Deal with any problems that go beyond the chair's responsibilities of an event sponsored by ASTA that affects the organization as a whole.
- 12.** Write the President's Message for every Newsletter. This can also be discussed at Board meetings.
- 13.** Maintain ASTA files for the organization and submit these to his/her successor upon release from the office. Such files include:

- a. Current information on ASTA awards with a list of previous recipients and years.
- b. Past copies of Gut Reaction.
- c. Other papers that are important for the smooth transition of administrations.

## **Timeline for State President**

- |            |                                                                                                                                                                                                                                                                                                                          |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 15     | Begin term of office in even numbered years<br>Receive files from outgoing President. See #13 above                                                                                                                                                                                                                      |
| June 1     | Annual Report due in National office, written after first and second years is completed. The incoming President does not write the report that is due 15 days after he/she assumes office. Make appointments to those posts listed above in #5.                                                                          |
| May-June   | Plan, convene, and preside over Board meeting.                                                                                                                                                                                                                                                                           |
| September  | Write President's letter for Gut Reaction.<br>Solicit nominations , perhaps in conjunction with Board members, for annual awards.<br>Solicit nominations for Bass Symposium scholarships.                                                                                                                                |
| September  | Plan the ASTA workshops for the GMEA convention; secure clinicians in consultation with the GMEA state orchestra chair.<br><br>Fill out telephone campaign questionnaire and returns to National office by October 1. This is followed by an annual phone interview with a National Board member in October or November. |
| October    | See that Gut Reaction is published and mailed by mid-October.<br>Participate in the fall campaign with National Board members.                                                                                                                                                                                           |
| Dec.-Jan.  | Plan, convene, and preside over Board meeting.                                                                                                                                                                                                                                                                           |
| January    | Plan, convene and preside over general membership meeting at the GMEA convention.                                                                                                                                                                                                                                        |
| Jan.-March | File annual renewal of incorporation and fee with Secretary of State<br>[ <a href="http://www.sos.ga.gov/corporations/">http://www.sos.ga.gov/corporations/</a> ]                                                                                                                                                        |
| February   | Write President's Letter for Gut Reaction.<br>See that Gut Reaction is published and mailed by mid-March.<br>Purchase Georgia-made items to donate to the ASTA National Convention Silent Auction.                                                                                                                       |

March            Attend National Convention (expenses paid if state budget allows).  
Attend state leadership pre-conference.

### **Duties of State President-elect**

1. Attend at least two State Board meetings per year. These meetings are held in May-June and in December-January (prior to the GA ASTA general membership meeting at the GMEA convention).
2. Attend the National Convention if the State President is unable to attend (expenses paid if state budget allows).
3. Observe the duties of the President and becomes familiar with the National and Georgia ASTA bylaws. Become familiar with the duties of all Board members, both elected and appointed.
4. Immediately become President of Georgia ASTA if the elected President is unable to fulfill his/her duties.
5. Actively recruit new ASTA members and helps to retain current members via telephone, email and personal contacts.
6. Willingly take on reasonable responsibilities delegated to him/her by the President, but not assuming the duties of the President as described in "Duties of State President."

### **Timeline for State President-elect**

May 15            Begin term of office in even numbered years.

January            Attend all ASTA-sponsored events at GMEA convention. Attend GA  
ASTA general membership meeting at GMEA.

March            Attend National Convention if State President is unable to attend.  
(expenses paid if state budget allows).

### **Duties of State Past President**

1. Attend at least two State Board meetings per year. These meetings are held in May-June and in December-January (prior to the GA ASTA general membership meeting at the GMEA convention).
2. Serve in an overall advisory capacity to all officers as needed.

3. Serve on committees as requested.
4. Communicate regularly with Board members.
5. Alert President if expenses seem out of line or are not consistent with the budget.
6. Serve 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 State Past President**

- |           |                                                                                                                                                                                              |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 15    | Begin term of office in even numbered years.<br>Give 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 assuming office.) |
| May-June  | Attend summer board meeting.                                                                                                                                                                 |
| Dec.-Jan. | Attend winter board meeting.                                                                                                                                                                 |
| January   | Attend all ASTA-sponsored events at GMEA convention.<br><br>Attend general membership meeting at GMEA.                                                                                       |

### **Duties of State Secretary**

1. Attend at least two State Board meetings per year. These meetings are held in May-June and in December-January (prior to the GA ASTA general membership meeting at the GMEA convention).
2. Take minutes for all Board meetings.
3. Attend the National Convention if the President and President-elect are unable to attend (expenses paid if state budget allows).
4. Willingly take on reasonable responsibilities delegated to him/her by the President, but not assuming the duties of the President as described in "Duties of State President."

## **Timeline for State Secretary**

- |           |                                                                                                                                                            |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 15    | Begin term of office in even numbered years.                                                                                                               |
| May-June  | Attend Board meeting and take minutes. Present minutes to board via email.                                                                                 |
| Dec.-Jan. | Attend Board meeting and take minutes. Present minutes to board via email.                                                                                 |
| January   | Attend all ASTA-sponsored events at GMEA convention.<br>Attend general membership meeting at GMEA and take minutes.<br>Present minutes to board via email. |
| March     | Attend National Convention if State President and State President-elect are unable to attend (expenses paid if state budget allows).                       |

## **Duties of State Treasurer**

1. Attend at least two State Board meetings per year. These meetings are held in May-June and in December-January (prior to the GA ASTA general membership meeting at the GMEA convention).
2. The Georgia Chapter of ASTA 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. Maintain and balance the monthly bank statements and send a photocopy to the President every month. The Treasurer prepares semi-annual financial reports for Board meetings, and an annual report to submit to all the members at the time of the general membership meeting. This report shall be made available to the National Executive Board every August 1st. An Annual Budget Report—in condensed format—will be published in one Gut Reaction each year.
4. Write checks for all state expenses.
5. Oversee the budget and maintain excellent records of all credits and debits.

6. Inform the Gut Reaction newsletter editor of the financial credit or debit of each advertiser in Gut Reaction.
7. In consultation with the President, request an audit by an outside accounting firm, if so directed by a majority vote of the Board.
8. Willingly take on reasonable responsibilities delegated to him/her by the President, but not assuming the duties of the President as described in "Duties of State President."
9. Pay or arrange to pay for all bills incurred the GA ASTA session & luncheon at GMEA convention.

### **Timeline for State Treasurer**

- |            |                                                                                                                                                         |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 15     | Begin term of office in even numbered years.                                                                                                            |
| Monthly    | Write checks as directed for GA ASTA expenses.<br>Send copy of bank statement to State President.                                                       |
| August 1   | Bi-annual Treasurer's Report due to national office for the six months ending June 30.                                                                  |
| June-Aug   | Attend summer board meeting, and report on recent financial activity.                                                                                   |
| Dec.-Jan.  | Attend winter board meeting, and report on recent financial activity.                                                                                   |
| January    | Attend all ASTA-sponsored events at GMEA convention.<br><br>Present annual Treasurer's Report at GA ASTA general membership meeting at GMEA convention. |
| February 1 | Bi-annual Treasurer's Report due to national office for the six months ended December 31.                                                               |
| February   | Send an annual budget report to the Gut Reaction newsletter editor for publication once a year.                                                         |

### **Duties of State Newsletter Editor**

1. Attend at least two State Board meetings per year. These meetings are held in May-June and in December-January (prior to the GA ASTA general

membership meeting at the GMEA convention).

2. Publish two newsletters per year, usually in November and March.
3. Solicit members for articles or announcements to be included in Gut Reaction.
4. Set advertising rates and solicit for advertisements. Oversee payment of bills for advertisements to state Treasurer. The Treasurer will inform the editor of the financial credit or debit of each advertiser.
5. Request mail labels for the Newsletter from the Membership Chair, who maintains a database of all GA ASTA members.
6. Request mail labels from the National Office for all national board members and State Presidents and State Newsletter Editors. Newsletters should be mailed to these people as well as the Georgia membership.
7. Duplicate, collate, and staple newsletters for those listed above in #5 and #6. Staple folded newsletters, and affix mail labels to newsletters that are folded in half.
8. Prepare a pdf of each newsletter to post on the web site.

### **Timeline for State Newsletter Editor**

- |           |                                                                                                                                                                                                                                         |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 15    | Upon appointment by the President, begin term of office in even numbered years.                                                                                                                                                         |
| May-June  | Attend summer board meeting.                                                                                                                                                                                                            |
| October   | Requests address list data files from the National Office for all state members, national board members, State Presidents, and State Newsletter Editors. These may be provided by the State President or by the State Membership chair. |
| Dec.-Jan. | Attend winter board meeting.                                                                                                                                                                                                            |
| January   | Attend all ASTA-sponsored events at GMEA convention.                                                                                                                                                                                    |
| February  | Request address list data files.                                                                                                                                                                                                        |

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

1. Attend at least two State Board meetings per year. These meetings are held in May-June and in December-January (prior to the GA ASTA general membership meeting at the GMEA convention).
2. Attend all ASTA-sponsored events at GMEA convention.
3. Willingly volunteer to work on committees as assigned by the President.
4. Volunteer to write one article a year for the Newsletter, if requested by the President or Gut Reaction newsletter editor.

## **Timeline for State Board Members-at-Large**

May 15	Upon appointment by the President, begin and end term of office in even numbered years.
May-June	Attend summer Board meeting.
Dec.-Jan.	Attend winter Board meeting.
January	Attend all ASTA-sponsored events at GMEA convention.

## **State Solo Competition General Information**

The Georgia chapter of ASTA sponsors a state Solo Competition every two years. Guidelines are printed in the newsletter and posted on the web site. Audition tapes are submitted and winners announced in December. The GA ASTA 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.

Competitors submit tapes to the state chairman in December. The chairman sends on state winners to compete in a live first round audition. Winners are named and forwarded to the National ASTA Solo Competition Committee. The solo competition is held the following spring of odd-numbered years. 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**

1. Publish rules for state and national competitions in timely 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 GMEA, application form and contact information for questions.

2. 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. A standardized adjudication form should be used by all judges, and the chairman is responsible to tally the scores and determine the winner.
3. Notify all competitors in writing of the contest winners by the notification deadline.
4. Make certificates for the winners (contact State Treasurer for reimbursement). Make final arrangements with winners and with GA ASTA State President for possible performances at GMEA Convention. When possible, GA ASTA will help fund travel expenses for GA finalists that are invited to the national competition. Amount to be determined by GA ASTA board of directors.
5. Notify Newsletter Editor of GA ASTA Competition winners. Keep records of winners and of the required repertoire used each year.

### **Timeline for State Solo Competition chair**

- |           |                                                                                                                                                                                                                                                                                                                                                                               |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May-June  | Attend summer board meeting                                                                                                                                                                                                                                                                                                                                                   |
| 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 and prizes, requirements for winners' performance at GMEA, application form and contact information for anyone having questions to the state Newsletter Editor in time for summer newsletter. |
| December  | Assemble adjudication committee.<br>Acknowledge receipt of any tapes that have been submitted.<br>Notify all competitors of the list of winners.<br>Submit winners and other worthy tapes to national competition<br>February Finalize arrangements for winner performances at GMEA.<br>Have framed certificates and prize checks ready to present to winners.                |
| Dec.-Jan. | Attend winter board meeting                                                                                                                                                                                                                                                                                                                                                   |

January      Attend all ASTA-sponsored events at GMEA convention.

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