

## **Pre-College Chamber Competition Chair**

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### **General duties:**

- Serve as a non-voting member of the State Executive Board.
- Attend State Competitive Events board meetings as called.
- Refer to the *2000 Edition of the Handbook for Student Activities*, its updates or applications and supplemental information to answer questions about the event.
- Evaluate competition guidelines and forms annually to make any suggested changes to Board.
- Advertise competition through organizations communiqués and by direct mailings to possible teachers who may be interested in entering students.
- Work with VP for FSMTA Competitive Student Events to establish deadline for competitions.
- Make all preparations for the day of the competition except hiring of judges and printing of certificates.
- If Chair has students entered in the competition they should secure another chair to work with during the competition with briefing judges and judges balloting procedures.
- Maintain current job description and Manual of Procedure to be passed along to successor.

### **A suggested time-table for duties follows:**

#### **November – odd year**

- Attend the State Conference.
- Attend Student Activities Board meeting.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.

#### **January, May, October**

- Prepare a written report for Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. If unable to attend the Executive Board meeting, mail or email the report to Vice-President for FSMTA Competitive Student Events.

#### **February, June, November**

- Attend State Executive Board meetings.

#### **April**

- Receive and process applications for competition including mailing checks from entrants to FSMTA Treasurer.
- Contact State Membership Chair to verify that teachers of entrants have paid membership dues by October 1 of fiscal year.

- Transmit information to State VP for FSMTA Competitive Student Events to assist with scheduling competition, including timing of event, student entrant and teachers' names.
- Work with State VP for FSMTA Competitive Student Events on scheduling rehearsal times for entrants and room locations.
- Give VP for FSMTA Competitive Student Events names and addresses of judges recommended for competition.
- Prepare and mail information for student entrants including scheduled rehearsal and competition times, map of community, competition site, and hotel/motel info.
- Prepare competition program to be distributed at time of competition.

## **May**

- Day of rehearsals:
  - Be on hand to answer student questions or transmit information to persons at information table.
- Chair event, unless chair has a student participating in the competition (this includes working with judges in any capacity). In this case, ask another Chair to take over competition.
- Day of event:
  - Meet judges at scheduled time to brief them on competition guidelines and decision-making procedure.
  - Pay judges with check from VP for FSMTA Competitive Student Events prepared by FMSTA Treasurer.
  - Officiate at event with welcome to audience, instructions regarding no taping of any kind during competition or applause following student performances.
  - Compile judges' ballots at end of competition and work with them if necessary to come to a decision.
  - Finish preparation of certificates for awards ceremony.
  - Distribute certificates and judges' rating sheets to all participants during awards ceremony.

## **June**

- After event:
  - Prepare any suggestions regarding competition procedures for VP for FSMTA Competitive Student Events.
  - Submit Foundation Winners Award Request Form to the Foundation Treasurer (form can be found in the "Forms" section of this Manual - Page Q1).
  - Send in any bills to FSMTA Treasurer by June 30<sup>th</sup>.
  - Submit winners' biographical info, and photographs with article about the competition to state Editor and Webmaster. Signed Photo Permission Forms must be included for each winner who has submitted a photo (downloadable from the FSMTA website.)

- Transmit information on winners to Conference Recital Chairman.
  - Include suggested repertoire the students might use from the competition for the recital program.

**November**

- Attend the State Conference.
- Attend Executive Board meetings.
- Attend Student Activities Board meeting.

**November – odd year (outgoing)**

- Attend the State Conference.
- Attend Student Activities Board meeting.
- Attend Executive Board meetings, at last meeting turn over Manual and materials to incoming Chair.