

Student Activities Handbook Distribution Chair

General duties:

- Serve as a non-voting member of the State Executive Board.
- Serve as a member of the Student Activities Board.
- Coordinate printing and distribution of *Student Activities Handbook*.
- Revised sections of the *Handbook* for instruments other than piano are to be printed in quantities.
 - One copy is to be provided to each District Student Day Chair. The District Student Day Chairs may make copies for members as needed or request extra copies be printed.
- Advertise *Handbook* in organization's publications through FSMTA newsletter Editor before the 10th of the month.
- Mail or e-mail this same information to the Webmaster to post on the FSMTA website.
- Receive money for sale of books; turn these funds over to the FSMTA Treasurer.
- Receive orders from Local Association representatives for large number of books; also, take individual orders.
- *Student Activities Handbooks* may be sold to FSMTA members and non-members (1996 policy).
- All orders should be prepaid.
- Maintain current job description and Manual of Procedure to be passed along to successor.

A suggested time-table for duties follows:

November – odd year (incoming)

- 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 Non-Competitive Student Events to present.

February, June, November

- Attend State Executive Board meeting.

November-June

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

November-June – odd year (outgoing)

- At last Executive Board meeting, turn over Manual and materials to incoming Chair.