

## **FSMTA Non-Competitive Student Events - Certificates Chair**

### **General duties:**

- Serve as a non-voting member of the State Executive Board.
- Serve as a member of the Student Activities Board.
- Determine the number of and have printed certificates/seals for statewide distribution for District Student Day program and State Competitive Events.
- Print tests (received from Theory Chair) for District Student Day program and prepare packets to be distributed to District Student Day Chairmen.
- Distribute packets at the State Conference Student Activities Board meeting.
  - Contents of the packets may be: Aural Theory test, Examiner's Guide, Aural Theory answer sheet, Written Theory test, Written Theory answer sheet, District Student Day Report Form and update sheet from Theory chairman.
- A copy of Report Forms is received for printing from the Assistant VP of FSMTA Non-Competitive Events and updated.
- Theory information sheet may be received from the Theory Chairman.
- Number and location of District Student Day sites information is received from Assistant.
- Chair receives payment for certificates (presently \$1 each) used in each District following the District program.
  - Keep a record of the payment and send funds to FSMTA Treasurer before June 30th.
  - 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 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**

- Attend State Executive Board meeting.

**November**

- Attend the State Conference.
- Attend Executive Board meetings and attend Student Activities Board meeting.
- Distribute packets at the Student Activities Board meeting, requesting a signature for each packet distributed.

**November - odd year** (outgoing)

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