

Student Activities Handbook Chair

General duties:

- Serve as a non-voting member of the State Executive Board.
- Serve as a member of the Student Activities Board.
- Keep records of changes needed to be made to the present edition of the *Handbook*.
- Work to continue revision of sections of *Handbook*.
- Work with members preparing revision sections and typesetter.
 - Bring their work for approval to Student Activities Board.
 - Coordinate reprinting with the Handbook Distributor.
- Reprinting of instruments other than piano should be done to provide each District Student Day location Chair with one copy.
 - District Student Day location Chairs are permitted to make copies for members as needed, or request extra copies be printed.
- Work with Handbook Distributor to determine numbers of copies to keep in print.
- Prepare article announcing sections that have been revised and their availability. Send to the FSMTA newsletter Editor and before the 10th of the month.
- Mail or e-mail same article to the Website coordinator.
- 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 to Vice-President for FSMTA Non-Competitive Student Events to present.

February, June, November

- Attend State Executive Board meeting.

November

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

November - odd year (outgoing)

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