

MTNA - Student Composition Coordinator

General duties:

- Serve as a non-voting member of the State Executive Board.
- Study MTNA Handbook for State and Division Competition Chairs and follow guidelines precisely.
- Hire 3 adjudicators. Payment to adjudicators is \$15 per score.
- Present student winners in live performance during the State Conference.
- Maintain current job description and Manual of Procedure to be passed along to successor.

A suggested time-table for duties follows:

October- odd year (incoming)

- Receive information on winners and contact them by mailing the winner's letter.
- Contact President-Elect or representative from State Conference planning committee to find out when presentation of winners has been scheduled.
- Call teacher and student to make arrangements for live performance of winning compositions at State Conference, usually during the 2nd General Session, during the 2nd day of the Conference.
 - Students who are unable to present their performances should be invited to perform at the June even year State Conference.
- Prepare a brief bio on the winners to be shared at the public presentation of awards at the conference.
- Contact Certificate Chairman to request certificates.
- Contact Foundation Treasurer to request checks to be mailed to winners. Mail certificates to other participants using the Award Request Form.
- 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 the VP for MTNA Competitive Events to present at meeting.
- Attend the State Conference.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.

January, September

- 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 the VP for MTNA Competitive Events to present at meeting.

February – even year

- Attend State Executive Board meeting.
- Make arrangements with President and/or President-Elect for inclusion of odd year composition winners in the June State Conference program.
 - Contact students after schedule is established to verify their participation.

June – even year

- Present October odd year composition winners who were unable to attend the June State Conference.

October – even year

- Attend the State Conference.
- Present winner's live performances or recorded performances, present students with certificates and checks, return comments from judges to students or teachers. If they are not present, mail to students following conference.
- Attend Executive Board meetings.

November - odd year (outgoing)

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

February – odd year

- Contact President-Elect or representative from State Conference planning committee to find out when presentation of winners has been scheduled.
- Call teacher and student to make arrangements for live performance of winning compositions at State Conference, usually during the 2nd General Session, during the 2nd day of the Conference.
 - Students who are unable to present their performances should be invited to perform at the June even year State Conference.

June – odd year

- Present student winners in performance and present them with their certificates.