

Byrd Piano Ensemble Competition Chair

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 State 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 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 (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 Executive Board meeting, mail or email report to Vice-President for FSMTA Competitive Student Events to present.

February, June, November

- Attend State Executive Board meeting.

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 they would recommend 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 FSMTA 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, working 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 30th.
- Submit winners' biographical info, and photographs with article about the competition to FSMTA newsletter 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, and suggested repertoire the students might use from the competition for the recital program.
- Attend State Executive Board meetings.

November

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

November - odd year (outgoing)

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