

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

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### **General duties:**

- Serve as a non-voting member of the State Executive Board.
- Serve as a member of the Student Activities Board.
- Keep an up-to-date list of chairmen for District Student Day programs.
- Distribute materials to District Student Activities Chairmen for District Student Day programs.
- Receive reports following individual Student Day events and answer questions regarding the administration of the Student Day program.
- 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 and 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, November**

- Attend State Executive Board meeting.

#### **May**

- Compile reports from individual Student Day events.

#### **August**

- Keep an up-to-date list of chairmen for District Student Day programs.

#### **June**

- Attend the State Conference and attend Executive Board meetings. At last meeting during outgoing year, turn over Manual and materials to incoming Chair.
- Attend Student Activities Board meeting and distribute materials to District Student Activities Chairmen for District Student Day programs.