

## **FSMTA Non-Competitive Student Events - Theory 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.
- Prepare District Student Day Written and Aural Theory tests following guidelines set forth in the *Student Activities Handbook* and send these to typesetter.
- Update Theory report sheet if necessary and get new copy to Certificate Chair.
- Determine any needed changes or corrections in theory guidelines or testing procedures.
- Inform general membership through the District Student Day Chairmen of these changes by printing and giving these to the Assistant VP for FSMTA Non-Competitive Events for distribution with other materials.
- Publicize these changes in the organizations official publications.
- Coordinate workers for proofreading of theory tests.
- Do final proofreading of tests before they are sent to the Certificate/Test Printing Chairman.
- 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**

- Prepare article with any Student Day changes determined at Conference meetings and submit to FSMTA newsletter Editor by 10<sup>th</sup> of month for publication.
- Mail or e-mail same article to the Webmaster to be posted on the FSMTA website.

#### **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 report to Vice-President for FSMTA Non-Competitive Student Events to present.

#### **February, May, November**

- Attend State Executive Board meeting.

**June**

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

**June - odd year**

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

**July**

- Prepare article with any Student Day changes determined at Conference meetings and mail to FSMTA newsletter Editor by 10<sup>th</sup> of month for publication.
- Mail or e-mail same article to the Webmaster to be posted on the FSMTA website.