

## **FSMTA Non-Competitive Student Events - Certificates 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.
- Determine the number of and have printed certificates/seals for statewide distribution for District Student Day program and State Competitive Events.
- Prepare packets of certificates and seals to be distributed to District Student Day Chairmen.
- Distribute packets at the State Conference Student Activities Board meeting.
- Theory information sheet may be received from the Theory Chairman.
- District Student Day reports will be forwarded from the VP of FSMTA Non-Competitive Events from which you will determine how many certificates and seals are needed for the next year.
- Chair checks with FSMTA Treasurer to see that the payment for certificates (presently \$1 each) used in each District has been paid.
  - Keep a record of the payment.
  - 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.

#### **May, October**

- Prepare a written report for Executive Board meeting and file electronically with 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.

#### **June**

- Attend State Executive Board meeting.

#### **November**

- Attend the State Conference.
- Attend Executive Board meetings and attend Student Activities Board meeting.
- Distribute packets at the Student Activities Board meeting, requesting a signature for each packet distributed.

**November - odd year** (outgoing)

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