

**TMTA Student Affiliate Performance Contest
Coordinator Job Description**
Revised May 2019

1. Follow the *Standing Rules for the Student Affiliate Committee* and the *TMTA Policies and Procedures*.
2. Serve as the primary contact for any questions regarding performance contest.
3. Check forms on website and contact VPSA for necessary changes.
4. Stay in contact with all performance contest chairs throughout the year.
5. Keep up with the forms on the website and download information as it comes in.
6. Write articles for the fall and spring issues of the *TMT*.
7. Attend the Midwinter Student Affiliate meeting in January and the Monday meeting during Convention.
8. Send Performance Contests reports to VPSA for Midwinter meeting and Convention meetings.
9. Schedule rooms where Performance Contests will be held.
10. Send list of entries to Regional Chairs
11. Proof all schedules made by chairs and forward to VPSA for approval.
12. Create templates of the contest schedule for chairs to fill in.
13. Send completed schedules to VPSA.
14. Proof the repertoire book and send to VPSA.
15. Find replacements for chairs that have finished their terms.
16. Order plaques for contest winners.
17. Send monitor chair the volunteer information for the monitor schedule.
18. Stay in contact with the office manager and the President-Elect to make sure they have the required information.
19. Be present to greet judges, answer questions, and assist where needed.
20. Contact Browning Trophies and order all first-place plaques.
21. Work on changes to the *TMTA Handbook*.
22. Work with TMTA Office Manager and VPSA on planning food for the judges and chairs.
23. Arrive at least one hour early and plan to stay at least one hour after the contest.
25. In coordination with the Judges Chair, prepare expense forms, double check W-9's, submit to VPBA for payment at convention.
26. Meet with the assistant and all chairs after the contest on Thursday to plan for Finals on Friday.