

TMTA Student Affiliate Student Recognition Coordinator
Coordinator Job Description
Revised May 2019

The Student Recognition Coordinator is responsible for recognizing graduating senior Student Affiliates with awards for participation, theory and World of Music.

Procedures

1. Follow *the Standing Rules* for the Student Affiliate Committee and the *TMTA Policies and Procedures*.
2. Be available to answer questions from teachers concerning senior award applications.
3. Communicate with assistant coordinator, TMTA Office and any available officers as needed to discuss policies.

During the year:

January

1. Submit article for the spring issue of the *TMT*.
2. Prepare report and attend the SA Midwinter meeting.
3. Check all Student Recognition Forms on the TMTA website and send request for changes to the VPSA.

May

1. Receive the downloaded forms in excel format from the TMTA office.
2. Verify with the TMTA Office that addresses for all recipients have been received so students and teachers will receive invitations to the Senior Awards Presentation.
3. Verify all theory and World of Music scores with the TMTA Office.
4. Receive a copy of the Senior Recognition section of the Convention Program Book and verify that it is correct.
5. Verify with the TMTA Office that the NCTM of all teachers is correct.
6. Determine place winners of both Student Affiliate Participation and Whitlock Senior Awards.
7. Check with the TMTA Office to determine if students participating in Performance Contests could become a place winner after possible additional points accumulate.
8. Compile a list of all awards and enter check amounts and note recipients of plaques and/or certificates.
9. Communicate with the SA Ensemble Coordinator regarding the Elizabeth Morris awards.

10. After verifying with the TMTA Office that all lists are correct, email Browning Trophies the list of students who will be receiving plaques. Include the name of the award and full name of student.
11. Email the VPBA the necessary information needed to write checks to award winners.
12. Prepare report for SA Committee meeting in June.

June – At the TMTA Convention

1. Remind Theory, World of Music and Ensemble Coordinators to attend the senior awards ceremony and help with setup.
2. Attend Student Affiliate Committee meetings held during the TMTA Convention.
3. Obtain checks from the VPBA and certificates from the TMTA Office.
4. Plaques will be delivered to the Convention hotel. Check all plaques for accuracy.
5. Set up awards prior to the Senior Awards Presentation with the Assistant Coordinator.
6. Host the Senior Awards Presentation. Awards may only be received by the student or the teacher. If the teacher receives the award, a name and signature is needed.
7. Any awards not received should be given to the TMTA Office to be mailed.
8. Following the convention, update information in the *TMTA Handbook* if needed.

September

1. Submit article for the fall issue of the *TMT*.