

**TMTA Student Affiliate
All-Star Festival Chair
Job Description
Revised March 2015**

1. Follow the *Standing Rules for the Student Affiliate Committee* and *TMTA Policies and Procedures*.
2. The length of term as the All-Star Festival Chair is three years.
3. Coordinate with TMTA office manager for room assignments and usage.
4. Confirm with TMTA staff the number of registrants and payments.
5. Download the appropriate information from ElbowSpace after the deadline.
6. Organize and schedule the students with allotted times for the All-Star Recitals.
7. Send final schedule to the teachers whose students are participating.
8. Schedule teacher volunteers and distribute schedule to teachers.
9. Coordinate with the Student Affiliate Booth Coordinator to secure student volunteers.
10. Promote participation in the All-Star Festival at the TMTA Convention.
11. Submit articles for the Fall and Spring issues of the *TMT* by the designated deadline to the TMTA SA Convention Student Activities Coordinator.
12. After the festival, submit an annual written report to the TMTA SA Convention Student Activities Coordinator for the June SA Committee Meeting and Board Meeting.
13. Before Convention, review guidelines in *TMTA Handbook* and submit changes to the TMTA SA Convention Student Activities Coordinator.
14. Contact the Collegiate Chapter Chair in order to recruit college students to judge the All-Star Festival.
15. Coordinate collegiate judge payment with compensation forms and turn them in to the VPBA.
16. Plan training sessions for the collegiate students who will be judges. Assemble all materials needed for judges: pencils, critiques, sticky notes, etc. Make copies as needed.
17. Distribute the list of instructions for judges and monitors.
18. Order additional gold and silver medals at the conclusion of the June Convention, if needed.
19. Make sure the room is set up with chairs, stands, and pianos.
20. Be sure that photographs are taken of participants and send to the TMTA SA Convention Student Activities Coordinator after Convention.
21. Create an archive of sample materials, either hard copies or electronic files, which the succeeding contest chair may use as a resource.
22. Create an archive of sample materials, either hard copies or electronic files, which the succeeding All-Star Festival Chair may use as a resource.
23. Act as a mentor and resource for the new chair.