

**TMTA Student Affiliate
Chamber Music Clinic Chair
Job Description
Revised March 2015**

1. Follow the *Standing Rules for the Student Affiliate Committee* and the *TMTA Policies and Procedures*.
2. The length of term as the Chamber Music Clinic Chair is three years.
3. Submit all questions and reports to the TMTA SA Convention Student Activities Coordinator.
4. In early fall, secure a clinician for the Chamber Music Clinic. Refer to Policies and Procedures for amount designated to pay the clinician.
5. Ask Clinician for a bio and picture to be added to the Convention Program Book. Send information to the Convention Activities Coordinator.
6. Contact TMTA office manager for the Chamber Music Clinic schedule during Convention.
7. Contact TMTA office manager about practice rooms and performance venues for students participating.
8. Receive registrations on ElbowSpace and download the appropriate information from ElbowSpace after the deadline.
9. Organize and schedule the groups registered.
10. Send final schedule to the teachers whose students are participating.
11. Promote participation in the Chamber Music Clinic at the TMTA Convention.
12. Submit articles for the Fall and Spring issues of the *TMT* by the designated deadline to the TMTA SA Convention Student Activities Coordinator.
13. Submit an annual written report to the TMTA SA Convention Student Activities Coordinator for the June SA Committee Meeting and Board Meeting by the appropriate deadline.
14. Set up room with chairs, stands, and pianos as needed
15. Be sure that photographs are taken of participants and send pictures to the TMTA SA Convention Student Activities Coordinator.
16. Arrange Clinic program and send to TMTA SA Convention Student Activities Coordinator to be printed in Convention Program Book by the appropriate deadline.
17. Report directly to the TMTA SA Convention Student Activities Coordinator for questions and concerns.
18. Before Convention, review guidelines in *TMTA Handbook* and submit changes to the TMTA SA Convention Student Activities Coordinator.
19. After Convention, review forms on the TMTA website and submit changes to the TMTA SA Convention Student Activities Coordinator.
20. Create an archive of sample materials, either hard copies or electronic files, which the succeeding chair may use as a resource.
21. Act as a mentor and resource for the new Chamber Music Clinic Chair.