

**TMTA Student Affiliate
Convention Projects Chair
Job Description
Revised March 2015**

1. Follow the *Standing Rules for the Student Affiliate Committee* and *TMTA Policies and Procedures*.
2. Submit all questions and reports to the TMTA SA Convention Student Activities Coordinator.
3. Receive registrations on ElbowSpace and download the appropriate information from ElbowSpace after the deadline.
4. Promote participation in the Convention Projects at the TMTA Convention.
5. Submit article for the Fall and Spring issues of the *TMT* by the designated deadline to the TMTA SA Convention Student Activities Coordinator.
6. Submit an annual written report to the TMTA SA Convention Student Activities Coordinator for the June SA Committee Meeting and Board Meeting.
7. Before Convention, review guidelines in the *TMTA Handbook* and submit changes to the TMTA SA Convention Student Activities Coordinator.
8. Contact the TMTA office manager regarding where to set up the Convention Projects.
9. If needed, order additional Project Medals at the end of Convention.
10. Be sure that photographs of projects are taken and send to the TMTA SA Convention Student Activities Coordinator,
11. After Convention, review forms on the TMTA website and submit changes to the TMTA SA Convention Student Activities Coordinator.
12. Keep a notebook or jump drive to pass on to the next Convention Projects Chair.
13. Act as a mentor and resource for the new Convention Projects Chair.