

**TMTA Student Affiliate
Convention Student Activities Coordinator
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 Convention Student Activities Coordinator is three years.
3. Be familiar with job descriptions of each activity and provide support to each Convention Activity Chair. The Convention Activities are:
 - a. All-Star Festival
 - b. Digital Keyboard Orchestra Reading Session
 - c. Convention Projects
 - d. Chamber Music Clinic
 - e. June Leondar Chamber Music/Ensemble Contests
4. Gather data from each area for reports to TMTA Officers and SA Committee by the appropriate deadline. Send reports to VPSA.
5. Prior to Convention, review guidelines in *TMTA Handbook* with respective chairs. Send changes to the VPSA.
6. Be aware of personnel rotating off committee and look for replacements prior to Convention.
7. At the Convention, help chairs with set up. Check on them to see if there are any needs they might have or problems that they may encounter.
8. Bring any issues or proposals from the Convention Activity Chairs to the SA Committee meeting in June. Submit report by the appropriate deadline.
9. Promote participation in all Convention Activities during Convention.
10. Collect articles from all chairs and write an article for the Fall and Spring issues of the *TMT* by the appropriate deadline.
11. Review all committee schedules and receive all items that are to be printed in the Convention Program Book. Forward all Program Book information to the VPSA.
12. After Convention, review all Convention Activities forms on the website with the respective chair. Send revisions to VPSA for approval.
13. Create an archive of sample materials, either hard copies or electronic files, which the succeeding Convention Student Activities Coordinator may use as a resource.
14. Act as a mentor and resource for new Coordinator.