

**TMTA Student Affiliate
Digital Keyboard Orchestra Chair
Job Description
Revised March 2015**

1. Follow *the Standing Rules for the Student Affiliate Committee* and the *TMTA Policies and Procedures*.
2. Submit all questions and reports to the Convention Activities Coordinator.
3. Contact the TMTA Office Manager for the Digital Keyboard Orchestra schedule during Convention.
4. Place on the TMTA website samples of each level so that teachers may register students in appropriate groups.
5. Select music to use at the TMTA Convention that best suits students for beginning, intermediate, and advanced level.
6. Receive registrations on Elbow Space and download the appropriate information from Elbow Space after the registration deadline.
7. Organize and schedule the students with allotted times according to their level.
8. Send the schedule to the teachers as soon as it is completed.
9. Send the schedule to the All-Star Festival Chair as soon as it is completed.
10. Before Convention, review guidelines in *TMTA Handbook* and submit changes to the TMTA SA Convention Student Activities Coordinator.
11. Promote participation in the Digital Keyboard Orchestra at the TMTA Convention.
12. Run and direct all Digital Keyboard Orchestra Sessions.
13. Submit article for the Fall and Spring issues of the *TMT* by the designated deadline to the TMTA SA Convention Student Activities Coordinator.
14. Submit an annual written report to the TMTA SA Convention Student Activities Coordinator for the June SA Committee Meeting and Board Meeting.
15. Before Convention, review guidelines in *TMTA Handbook* and submit changes to the TMTA SA Convention Student Activities Coordinator.
16. Set up room prior to the beginning of each session.
17. Be sure that photographs are taken of participants and send to the TMTA SA Convention Student Activities Coordinator after Convention.
18. Organize the monitor schedule for teachers who are required to monitor during the Digital Keyboard Orchestra Session.
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 chair.