

**TMTA Student Affiliate Ensemble
Coordinator Job Description**
Revised May 2019

1. Follow the *Standing Rules* for the SA Committee and the *TMTA Policies and Procedures*.
2. Notify local chairs of ensemble requirements and rules as written in the *TMTA Handbook* and send reminders.
3. Receive repertoire approval information from the Approval Chairs. Make a master list of all ensemble approvals by November 10, noting the number of ensembles and the number of associations participating.
4. Receive and process ensemble student registrations.
5. Communicate with President-Elect regarding scheduling of Ensemble programs at convention. Provide local associations with schedule information by March 15.
6. Provide the TMTA Office with program information for inclusion in Convention Program Book.
7. Receive applications for all ensemble awards and arrange for checks, award bars, and plaques. Provide ensemble award winner information to VPBA by May 5.
8. Send names and addresses of Award recipients to TMTA Office by May 8.
9. Order Post-12 Certificates from TMTA Office.
10. Delegate to the Assistant Coordinator the task of scheduling volunteers for the Ensemble rehearsals and concerts. Task to be completed by one week prior to the convention.
11. Provide video personnel with Excel file containing program order, number of students, and time allotment by May 5.
12. Communicate with Awards Chair and VPSA regarding presentation of awards. Present Elizabeth Morris awards during Senior Awards Ceremony. Present other ensemble awards during concerts at convention.
13. The TMTA Office staff will mail all unclaimed Elizabeth Morris awards.
14. Create an archive of sample materials, either hard copies or electronic files, which the succeeding Coordinator may use as a resource.
15. Act as a mentor and resource for new Coordinator.