

TMTA June Leondar Chamber Music/Ensemble Contest
Job Description
Revised July 2019

1. Follow the *Standing Rules* for the Student Affiliate Committee and the *TMTA Policies and Procedures*.
2. The June Leondar Chamber Music/Ensemble Contest Chair shall produce, manage and run performance contests consisting of Mixed Chamber groups, piano duos and duets, and Jazz/Pop ensembles. These shall be broken into two age groups for each category.
3. The length of term as the June Leondar Chamber Music/Ensemble Contest Chair is three years. An assistant chair will be provided and in training to be the next chair.
4. Work closely with Chamber Clinic Chair to secure judge.
5. Provide judge with schedules and guidelines prior to the contest.
6. Submit all questions and reports to the TMTA Student Convention Activities Coordinator.
7. Contact the TMTA Office Manager for the contest schedule during convention.
8. Promote participation in the June Leondar Chamber Music/Ensemble Contest at the TMTA Convention.
9. Submit articles for the Fall and Spring issues of the *TMT* to the TMTA Student Convention Activities Coordinator by the designated deadlines.
10. Submit an annual written report to the Convention Activities Coordinator for the June SA Committee meeting and Board meeting by the appropriate deadline.
11. Before convention, review guidelines in *TMTA Handbook*.
12. Prepare a list of instructions for judge and monitors.
13. Be sure that photographs are taken of participants and send pictures to the TMTA Student Convention Activities Coordinator after the convention.
14. After each convention, review and revise (if needed) the contest guidelines and regulations in the *TMTA Handbook* and submit changes to the TMTA Student Convention Activities Coordinator.
15. Create an archive of sample materials, either hard copies or electronic files, which the succeeding contest chair may use as a resource.
16. Act as a mentor and resource for the new chair.