

**TMTA Student Affiliate  
Original Composition Contest Coordinator  
Job Description  
Revised March 2015**

1. Follow the *Standing Rules for the Student Affiliate Committee* and the *TMTA Policies and Procedures*.
2. Secure judges by September 15 if at all possible.
3. Furnish judges with critique sheet, rules, and criteria for the event before January.
4. Set up Dropbox folders for each association. Once the chair from an association sends an email, send a Dropbox invitation.
5. Ensure entries are submitted by January 15. Do not accept any entries past this date.
6. Email a notice of receipt of entries to each local association.
7. Set up Dropbox folder for each judge. Place compositions in those folders
8. Receive judged entries by April 1.
9. Submit information for payment and reimbursement of judges to VPBA as soon as judged entries are received.
10. Determine winners in each category.
11. Check with SA Theory Coordinator to confirm that all winners have passed the theory test.
12. Email report of results by April 15 to the local chairs.
13. In the email to the local chairs, include a letter to the winning students and their teachers, including information regarding time and venue of Winners Recital as well as warm-up rooms and times, and ask if they're performing.
14. Request electronic photos of first, second, third, and honorable mention winners.
15. Return all entries with participation certificates and critiques to local chairs.
16. Receive electronic photos of winners and email them using the correct format to the Student Affiliate Booth Coordinator by May 1.
17. Send winner information to VPBA for checks to be presented at the TMTA Convention by May 15.
18. Send winners list to VBSA and TMTA Office.
19. Type winners recital program and email to TMTA Office by May 15. Check with MTNA/TMTA Composition Coordinator to see if any winning students from that contest will be performing and include them on the recital.
20. Emcee Winners Recital and present awards at the Convention. Display winning entries at recital, but do not allow them to be removed (they need to be kept for historical purposes).
21. The TMTA Office will mail all unclaimed awards.

22. Create an archive of sample materials, either hard copies or electronic files, which the succeeding Original Composition Contest Coordinator may use as a resource.
23. Act as a mentor and resource for new Coordinator.