

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

1. Follow the *Standing Rules for the Student Affiliate Committee* as well as *TMTA Policies and Procedures*.
2. Attend the SA Coordinators Midwinter Meeting in January and the two meetings during the TMTA Convention.
3. Find volunteers for Head Graders, Test Designers, Division Editors, Test Proofer, Grading Team Members, and Advisory Committee Members. Submit personnel list to the VPSA for approval.
4. Oversee the production of the theory test, audio files, and answer keys.
5. Review all proofs by other designated committee members including the Assistant Coordinator, Review Team, and TMTA Officers.
6. Communicate test proof corrections with TMTA Office Manager.
7. Email final drafts of tests, answer keys and ear training audio files to VPSA for approval by officers.
8. Upon approval from officers, notify TMTA Office Manager that tests are ready to be printed, audio files are ready for download, and answer keys are ready for Head Graders.
9. Confirm with TMTA Office Manager that answer keys and grading guidelines have been mailed to Head Graders by October 1 for fall and January 1 for spring testing.
10. Head Graders will notify the Coordinator when scores are posted for each association on the TMTA database. Use the TMTA Score Log (available from previous Coordinator) to track progress of grading.
11. Assist the Student Recognition Coordinator as needed during the Senior Awards Ceremony.
12. Submit articles for the fall and spring issues of the *TMT* to the VPSA.
13. Prepare a one-page Annual Publication Report and email it to the VPSA.
14. Submit any changes to the Theory Forms to the VPSA.
15. Submit any Job Description changes to the VPSA.
16. Send expense report to VPBA by June 30.