

**TMTA Student Affiliate
Convention Activities Coordinator
Job Description
Revised August 2014**

1. Follow the Standing Rules for the Student Affiliate Committee and TMTA Policies and Procedures.
2. Provide support to each Convention Activity Chair. The Convention Activities are:
 - a. All-Star Festival
 - b. Digital Keyboard Orchestra Reading Session
 - c. Convention Projects
 - d. Chamber Music Clinic
 - e. June Leondar Chamber Music/Ensemble Music Contests
 - f. Music Appreciation
3. Gather data from each area for reports to TMTA Officers and SA Committee.
4. At the Convention, help Chairs with set up. Check on them to see if there are any needs they might have or problems that they may encounter.
5. Bring any issues or proposals from the Convention Activity Chairs to the SA Committee meeting.
6. Review all Convention Activities forms on the website.