

**TMTA Student Affiliate
Publication Contest Coordinator
Job Description
Revised August 2014**

1. Follow the Standing Rules for the Student Affiliate Committee and well as TMTA Policies and Procedures.
2. Secure the services of three or more judges by December 31 for then Publication and one for the Video Contest.
3. Prepare next season's topics and send them to the VPSA for approval.
4. Attend the SA Coordinators Midwinter Meeting in January and the two meetings during Convention. Present the Publication's report and the topics for the following year at the January meeting.
5. Submit articles for the fall and spring issues of the *TMT* to the VPSA.
6. Receive entries by deadline.
7. Process entries and distribute to judges by February 15.
8. Judged entries should be returned by March 15.
9. Submit information for payment of judges to the VPBA as soon as judged entries are received.
10. Prepare Participation Certificates for participants who scored below Outstanding.
11. Email a report listing all Winners and Outstandings and email to every teacher and local chair that entered the event. Include information regarding the time and venue of the Awards Presentation and the Awards Reception.
12. Mail the critiques to the local chairs.
13. Email all Winning and Outstanding articles to the TMTA Office for publication in the booklet.
14. Check the *TMTA Handbook* and note any needed revisions. Any revisions need to be submitted to VPSA and approved by the SA Coordinators at the TMTA Convention.
15. Submit all information for the Convention Program Book by May 1.
16. Email photos of all Outstandings and Winners to SA Booth Coordinator for posting on the Convention Awards Board by May 8.
17. Send winner information to VPBA for checks to be presented at the Convention.
18. Prepare certificates for Winner and Outstanding writers to be presented at the Convention.
19. Send the addresses of all the Winning and Outstanding writers to the TMTA Office.
20. Prepare a one-page Annual Publication Report and email it to the VPSA.
21. Submit any changes to the Publication Forms to the VPSA.
22. Submit any Job Description changes to the VPSA.
23. Present awards at the Publications Awards Ceremony along with Publication Booklet.
24. Send expense report to VPBA by June 30.