

TMTA Student Affiliate Coordinators Job Description Revised August 2014

1. Read TMTA Bylaws, TMTA Policies and Procedures, and Standing Rules for the Student Affiliate Committee.
2. Length of service for coordinators, assistant coordinators, and chairs is three years.
3. Read the appropriate *TMTA Student Affiliate Handbook* pages. Email any proposed changes to the Vice President for Student Activities.
4. Attend the SA Midwinter Meeting which is in January and the two SA meetings during the TMTA Convention.
5. Nominate new committee members to be approved by the SA Committee and the Executive Board.
6. Prepare a report for the SA Midwinter meeting and TMTA Convention (See list in Standing Rules under Coordinators, number two).
7. Submit meeting agenda items to the VPSA when requested.
8. Review the forms on the website. Email any proposed changes to the VPSA.
9. Check email daily. Copy responses to VPSA and assistant coordinator when applicable.
10. Submit articles to the VPSA for the fall and spring issues of the *Texas Music Teacher* magazine.
11. Maintain a notebook and/or computer files for the activity and pass them to the next coordinator (See list in Standing Rules under Coordinators, number six).
12. Inform the VPSA on how the assistant coordinator will be utilized.
13. Keep the assistant coordinator informed of all committee activities.
14. Maintain communication with committee members and check that tasks are completed on time.
15. Use the TMTA Style Guide at <http://www.tmta.org/assets/pdf/StyleGuide.pdf> for any website or printed materials. Be sure to check the NCTM status of teachers.
16. Send expense report to VPBA by June 30.