

**TMTA Student Affiliate  
World of Music Coordinator  
Job Description  
Revised August 2014**

1. Follow the Standing Rules for the Student Affiliate Committee and the TMTA Policies and Procedures.
2. Coordinate the World of Music tests:
  - a. Writing: Test writers (summer/early fall)
  - b. Proofing: Committee (fall)
  - c. Copying: Send files and test orders to TMTA Office/designated printer (December)
  - d. Grading: Committee (February–April)
3. Coordinate the ordering and distribution of tests to local associations with the TMTA Office.
4. The TMTA Office distributes the tests to local associations and orders additional copies as needed.
5. Communicate with Browning Trophies about annual medal costs and get approval.
6. Communicate with TMTA Office and Student Recognition Coordinator about medals and senior awards.
7. Communicate with TMTA Office about official records.
8. Keep VPSA informed of all activities.
9. Write articles for the spring and fall issues of the *Texas Music Teacher*.
10. Check the *TMTA Handbook* and note any needed revisions. Changes need to be submitted to VPSA and approved by the SA Coordinators.
11. Attend the Midwinter SA Coordinators meeting in January and the two SA meetings during Convention and present reports. Send to VPSA.
12. Prepare a one page Annual Publication Report and email it to the VPSA.
13. Prepare a WOM session for the June Convention.
14. Send expense report to VPBA.
15. Host a World of Music committee meeting at the State Convention.
16. Update job description each year.
17. Hand out awards for World of Music at the Senior Awards ceremony.
18. Download information from Elbowspace every few months onto the WOM zipdrive.
19. Maintain and organize all information and records on WOM zipdrive.