**FORT WORTH MUSIC TEACHERS ASSOCIATION**

**STUDENT AFFILIATE CHAIRPERSON**

**Job Description**

**June and July**

* Gather updated information from all committee chairpersons for the FWMTA Yearbook web pages.
  + Provide each chairperson with a template for the committee page.
  + Verify the dates for the upcoming year.
  + Prepare SA yearbook page with updated information for the web master.
* Send all pages to the FWMTA president(s) and the web master.

**August**

* Confirm new password for the year for SA login to the TMTA website from the TMTA office.
* Read the instructions for SA Chair on the TMTA website to keep updated with any changes to the enrollment process.
* Attend first FWMTA meeting of the new year and answer any questions about student events.

**September**

* Prepare reminder email notice for first SA enrollment and send to VP of Membership for distribution to all FWMTA teachers.
* After the deadline date, enter the TMTA website using the SA username ([fortworth@login.net](mailto:fortworth@login.net)) and password.
* Click on “yes” for all students marked with the current year SA in the notes section. This can all be updated from the main dashboard page.
* Process any request for transfer students to FWMTA, within FWMTA from one teacher to another, or out of FWMTA to another association.
* Delete any students that have graduated and need to be removed from the database.
* Collect all checks from the teachers and reconcile the amount of every check with the number of students for that teacher marked as SA on the TMTA website.
* Prepare spreadsheet with teacher names, number of students enrolled, check name and check amount for the treasurer.
* Mail the checks along with the spreadsheet to the treasurer.
* Before October 1, complete the SA enrollment form on the TMTA website with the total number of students for the first enrollment period.
* Forward the email and receipt from TMTA to the treasurer so they can submit payment.
* Export the list of active SA students and sort by teacher. Email the list in a editable spreadsheet file to the VP of Membership to be distributed to FWMTA membership for use in fall theory registration.

**November**

* Prepare reminder email notice for second SA enrollment and send to VP of Membership for distribution to all FWMTA teachers.
* After the deadline date, enter the TMTA website using the SA username ([fortworth@login.net](mailto:fortworth@login.net)) and password.
* Click on “yes” for all students marked with the current year SA in the notes section. This can all be updated from the main dashboard page.
* Process any request for transfer students to FWMTA, within FWMTA from one teacher to another, or out of FWMTA to another association.
* Delete any students that have graduated and need to be removed from the database.
* Collect all checks from the teachers and reconcile the amount of every check with the number of students for that teacher marked as SA on the TMTA website.
* Prepare spreadsheet with teacher names, number of students enrolled, check name and check amount for the treasurer.
* Mail the checks along with the spreadsheet to the treasurer.
* Complete the SA enrollment form on the TMTA website with the total number of students for the second enrollment period.
* Forward the email and receipt from TMTA to the treasurer so they can submit payment.

**December**

* Prepare reminder email notice for final SA enrollment and send to VP of Membership for distribution to all FWMTA teachers.
* After the deadline date, enter the TMTA website using the SA username ([fortworth@login.net](mailto:fortworth@login.net)) and password.
* Click on “yes” for all students marked with the current year SA in the notes section. This can all be updated from the main dashboard page.
* Process any request for transfer students to FWMTA, within FWMTA from one teacher to another, or out of FWMTA to another association.
* Delete any students that have graduated and need to be removed from the database.
* Collect all checks from the teachers and reconcile the amount of every check with the number of students for that teacher marked as SA on the TMTA website.
* Prepare spreadsheet with teacher names, number of students enrolled, check name and check amount for the treasurer.
* Mail the checks along with the spreadsheet to the treasurer.
* Complete the SA enrollment form on the TMTA website with the total number of students for the final enrollment period.
* Forward the email and receipt from TMTA to the treasurer so they can submit payment.
* Export the list of active SA students and sort by teacher. Email the list in a editable spreadsheet file to the VP of Membership to be distributed to FWMTA membership for use in spring theory registration.

**April**

* Send total number of FWMTA students enrolled in SA for the current year to the Performance Contest chairperson and the Ensemble chairperson. Number of entries and teams allowed for FWMTA in the following year TMTA events are based on the number of students enrolled in SA for the previous year.

**May**

* Prepare report for President and Board members documenting participating and results of SA sponsored activities for the year.

**August – May**

* Attend FWMTA meetings and Board meetings.

**May**

* Gather information for the Honors Recital programs.
  + Ensemble teams
    - Title of the piece (along with composer) for each team
    - Participating students in each team
    - Director of each team
  + Names of Original Composition winners and the pieces they will perform
  + Names of Performance Competition winners and the pieces they will perform
  + Names of Duo Piano Competition winners and the pieces they will perform
  + Names of Chamber Music Competition winners and the pieces they will perform
  + Names of Scholarship winners and pieces they will perform
* Print a list of theory winners and World of Music winners to distribute at both Honors Recitals.
* Referring to past Honors Recital programs, determine the best order for performances. Note that the performances are divided into 2 recitals.
* Attend the Honors Recitals in June.