

Florida ASTA with NSOA State Officers' Handbook

Officer Duties and Timeline

Duties of the State President

1. Plans executive board meetings. These meetings will be held as deemed necessary by the president, no less than 2 per year. The president will plan the agenda and run the meeting.
2. Plans the agenda for the annual business meeting at FMEA Convention and conduct the meeting.
3. Appoints or re-appoint the appointed positions on the State Board within the first 30 days of office. The current appointed positions are:
 - a. Treasurer
 - b. Newsletter Editor
 - c. Annual Luncheon Chairperson
 - d. Bi-Annual Solo Competition Chairperson
4. Financial responsibilities:
 - a. The names of the President, President-Elect, Past President and Treasurer are signed on the signature card for the organization's checkbook.
 - b. Authorizes in consultation with the Treasurer and the Board (when needed) the spending of FLASTA funds and deposits into the checking account. See that all outstanding bills are paid.
 - c. Receives a financial report from the Treasurer at Board meetings and an annual report for the membership business meeting.
 - d. Currently the bank statements go directly to the Treasurer. A photocopy of these must be sent to the President for his/her review on a monthly basis.

5. The President is ultimately in charge of and responsible to see that all the following are planned and carried out:
 - a. String workshops are planned.
 - b. An election committee is formed and elections are held every two years and whenever otherwise deemed necessary as directed by the constitution and by-laws.
 - c. An annual report written and submitted to the National Office every June 1st.
 - d. Solicits nominations for and arranges for the annual state awards to be given to outstanding people who are among our membership or support our profession. These awards include the Studio Teacher of the Year, and School Teacher of the Year.
 - e. Plans, in consultation with the Board, sessions and workshops to be presented at the convention.

7. Participates in a fall and spring phone interview with a member of the National Board about our state's activities and concerns. A written questionnaire is filled out prior to this phone call.

8. Participates in a nationally arranged phone call interview with Presidents from two other states for sharing ideas.

9. Attends the National Conference or sends the President-Elect in his/her place. The Florida chapter is expected to pay for expenses as funds permit, and as deemed appropriate by the executive board.

10. By June 1st of each year is asked to submit an annual report to the National Office of our state's happenings and activities for the previous year. When a President finishes his/her term on May 15, he or she is still expected to write the report for that year ending on June 1.

11. Deals with any problems that go beyond the chair's responsibilities of an event sponsored by ASTA with NSOA that affects the organization as a whole.
12. Writes the President's Message for every Newsletter. Discusses with the Newsletter Editor any items that need to be considered in the Newsletter. This can also be discussed at Board meetings.
13. Maintains ASTA with NSOA files for the organization and submit these to his/her successor upon release from office. Such files may include:
 - a. Current information on ASTA with NSOA awards with a list of previous recipients and years.
 - b. At least one copy of the Newsletter from the last two years.
 - c. any other papers that are important to the smooth transition of administrations.

Timeline for Duties of the State President

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| May 15 | Begins term of office in even numbered years
Receives files from outgoing President. See #13 above. |
| June 1 | Annual Report due in National office, written after first and second years are complete. The incoming President does not write the report that is due 15 days he/she assumes office. A copy of this report is sent to the state Historian. |
| June - Aug. | Plans, convenes, and presides over Board meetings sometime during the summer. |
| July | Writes President's Letter for the Newsletter. Sees that the Newsletter is published and mailed by mid-August. |

- August Sees that the Newsletter is published and mailed by mid-August.
- Fills out telephone campaign questionnaire and returns it to the National Office by October 1. Receives call from a National Board member in October.
- October Participates in the fall phone campaign with National Board members.
- January Writes President's Letter for the Newsletter Solicits nominations, perhaps in conjunction with Board member, for Annual Awards. Sees that the Newsletter is published and mailed by February 1st.
- Plans, convenes, and presides over Board meeting for at FMEA conference.
- February Sees that the Newsletter is published and mailed by February 1st.
- March Attends National Conference (expenses paid).

Duties of State President-Elect

1. Attend at least two State Board meetings per year.
2. Attend the National Conference if the State President is unable to attend.
3. Observe the duties of the State President and become familiar with the National and Florida by-laws. Become familiar with the duties of all Board members, both elected and appointed.
4. Immediately becomes the State President of FL-ASTA if the elected President is unable to fulfill his/her duties.

5. Actively recruits new ASTA members and helps retain current members via telephones, e-mail, and personal contacts.
6. Willingly takes on reasonable responsibilities delegated to him/her by the State President, but does not assume the duties of the State President as described in “Duties of the Florida ASTA with NSOA State President”.

Timeline for Duties of the State President-Elect

- May 15 Begin term of office for even numbered years.
- June - Aug. Attend Board meeting sometime during the summer.
- January Attend all FLASTA-sponsored events at FMEA convention.
Attend Board meeting at FMEA.
- March Attend National Conference if State President is unable to attend.

Duties of the State Secretary

1. Attends at least two State Board meetings per year.
2. Takes minutes for all Board meetings.
3. Attend National Conference if State Presidents and President-Elect are unable to attend.
4. Willingly takes on reasonable responsibilities delegated to him/her by the State President, but does not assume the duties of the State President as described in “Duties of the Florida ASTA with NSOA State President”.

Timeline for Duties of the State Secretary

- May 15 Begin term of office for even numbered years.
- June - Aug. Attend Board meeting sometime during the summer and takes minutes.
- March Attend National Conference if State Presidents and President-Elect are unable to attend (expenses paid).

Duties of the State Treasurer

1. Attends at least two State Board meetings per year. These meeting are held in early or late summer and also at the time of the FMEA convention.
2. The Florida State Chapter of ASTA with NSOA receives operating funds from National rebates and revenue producing events sponsored by the organization. The Chapter will maintain a checking account. All state officers will be listed on the signature cards. The President shall first approve all expenditure necessary to the administration of the activities of the organization. The President may consult the Board in deciding what expenditures should be funded.
3. Will maintain and balance the monthly bank statements and send a photocopy to the President every month. The Treasurer will prepare periodic financial reports for the Board meetings and an annual report to submit to all the members at the time of the business meeting. This report shall be made available to the National Executive Board every October
4. An Annual Treasury Report - in condensed format - will be published in the summer newsletter each year.
5. Writes checks for all state expenses.
5. Oversees the budget and maintain excellent records of all credits and debits.

6. In consultation with the President, requests and audit by an outside accounting firm, if so directed by a majority vote of the Board.
7. Willingly takes on reasonable responsibilities delegated him/her by the President, but does not assume the duties of the President as described in “Duties of the Florida ASTA with NSOA State President.”

Timeline for Duties of the State Treasurer

- May 15 Begins term of office in even numbered years.
- Monthly Writes checks as directed for FLASTA expenses.
- June - Aug. Attends Board meeting sometime during the summer and makes report of the last year’s financial activity to the Board. Send Annual Treasury Report to Editor for publication in the summer Florida ASTA Newsletter.

Written by Charles Laux in July 2005 and approved by the Executive Board on August 10, 2005.

Camille Smith, President
Charles Laux, President-Elect
Trish Hardy, Secretary
Jody Atwood, Past-President