**Nevada ASTA State Officers’ Handbook:**

**Officers’ Duties and Timelines (revised August 2012)**

**Duties of the State President**

1. Plans executive board meetings. These meetings will be held as deemed necessary by the president, no less than 4 per year. The president will plan the agenda and run the meeting.

2. Plans the agenda for the annual business meeting at NMEA Convention and conduct the meeting.

3. Appoints or re-appoints the following positions on the State Board within the first 30 days of office. The current appointed positions are:

 a. Members-at-large

 b. Chairperson for NVASTA events

4. Financial responsibilities:

 a. The President’s and Business Manager’s names are signed on the signature card for the organization’s checkbook.

 b. Authorizes in consultation with the Business Manager and the Board (when needed) the spending of ASTA funds and deposits into the checking account. See that all outstanding bills are paid.

 c. Receives a financial report from the Business Manaer at Board meetings and an annual report for the membership business meeting.

 d. Currently the bank statements go directly to the Business Manager. 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. 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 Emerging Teacher of the Year, Studio Teacher of the Year, and Teacher of the Year.

6. 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.

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

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

9. 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. A copy of this report is sent to the Business Manager.

10. Deals with any problems that go beyond the chair’s responsibilities of an event sponsored by ASTA that affects the organization as a whole.

11. Writes the President’s Message for the website.

12. Contributes at least one item per calendar year for the website/newsletter.

**Timeline for Duties of the State President**

May 15 Begins term of office in even numbered years

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 after he/she assumes office. A copy of this report is sent to the Business Manager.

June - Aug. Plans, convenes, and presides over Board meetings.

July Writes President’s Letter for the Newsletter.

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.

February Plans, convenes, and presides over Board meeting for NMEA.

Attend all NVASTA-sponsored events at NMEA convention. Attend Board meeting at NMEA

March Attends National Conference (expenses paid).

**Duties of the State President-Elect**

1. Attends all State Board meetings.

2. Attend the National Conference with the State President.

3. Observe the duties of the State President and become familiar with the National and Nevada by-laws. Become familiar with the duties of all Board members, both elected and appointed.

4. Immediately becomes the State President of Nevada 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 Nevada ASTA State President”.

**Timeline for Duties of the State President-Elect**

May 15 Begins term of office in even numbered years.

June - Aug. Attends all Board meetings.

March Attends National Conference with the State President.

April Attend all Nevada ASTA-sponsored events at NMEA convention. Attend Board meeting at NMEA

**Duties of the State Secretary**

1. Attends all State Board meetings.

2. Takes minutes for all Board meetings.

3. Attend National Conference if State President 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 Nevada ASTA State President”.

**Timeline for Duties of the State Secretary**

May 15 Begins term of office in even numbered years

June - Aug. Attend Board meeting sometime during the summer and takes minutes.

March Attend National Conference if State President and President-Elect are unable to attend (expenses paid).

**Duties of the State Business Manager**

1. Attends all State Board meetings.

2. The Nevada State Chapter of ASTA 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 Business Manager 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 1st. An Annual Budget Report - in condensed format - will be published in the summer newsletter each year.

4. 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 Nevada ASTA State President.”

8. Maintains ASTA files for the organization and submit these to his/her successor upon release from office. Such files may include:

 a. Current information on ASTA awards with a list of previous recipients and years.

 b.. Any other papers that are important to the smooth transition of administrations.

 c. Membership records and statistics

**Timeline for Duties of the State Business Manager**

Monthly - Writes checks as directed for Nevada ASTA expenses.

Monthly - Keeps financial records. Provides a copy of the bank statement for the State President.