Music Teachers National Association

Position Description

Title:	Division Composition Competitions Coordinator
Reporting Relationship:	Reports directly to the National Composition Coordinator and Division Competitions Chair
General Responsibilities:	The Division Composition Competitions Coordinator is responsible for coordinating their competition.

Specific Responsibilities:

- In advance of the deadline, secures three judges from different geographical areas, preferably three different states inside or outside the division.
- Receives state reports via online reports. Prints applications of state winners.
- Determines winners through the system outlined in the Judging Procedure document.
- Using online system, completes and submits reports following completion of the competitions.
- Complete and submit online judges payment form.
- Evaluates the competitions and offers recommendations to the National Composition Coordinator.