Music Teachers National Association

Position Description

Title:	Division Chair
Reporting Relationship:	Reports directly to the Director of Competitions
General Responsibilities:	The Division Competitions Chair is responsible for overseeing the online Division Competitions.
Specific Responsibilities:	Reports directly to the Director of Competitions

1. Secures judges and inputs judges into the Acceptd site.

2. Submits names of judges (and primary instrument of non-piano judges) to Director of Competitions.

3. Sends all required materials to judges:
   a. Judges Guidelines
   b. Repertoire for appropriate category being judged.

4. Checks videos to ensure that the correct repertoire has been recorded and is labeled with title and composer.

5. Tabulates rankings and determines winners and alternates.

6. Completes and submits reports.

7. Evaluates the competition and offers recommendations to the Director of Competitions.

8. Assists at national competition finals as requested.

9. Performs other duties as assigned by the Director of Competitions.