

A.I.M. Chair Job Description
Gateway Arch East Music Teachers Association
Submitted 9-23-19 by Deborah Meier

1. In July, contact the Site Coordinators for SWIC and SIUE to see if dates are chosen and confirmed.
2. Download the .pdf file of AIM materials you receive from the State AIM Chair and pass it on to the person who will be printing the exams one month prior to the earliest theory testing date.
3. Send the .pdf file to the person creating the aural exam CDs in December/January so there is adequate time to make recordings for the theory exams.
4. Order AIM pins online from the ISMTA website as soon as you have a total for the number of students enrolled. (Check with the AIM Performance Schedulers for SWIC and SIUE after the registration deadline.)
5. Count Medals (with neck ribbon) to see if more need to be ordered.
(<https://www.dinntrophy.com/games-activities/music/music-medals.html>) These are awarded to students taking their AIM exam for the first time. (Usually a large order is placed so that we get free shipping and then we have a supply on hand for a few years.) If an order is placed, send a copy of the receipt to the Treasurer in order to be reimbursed. Medals should be ordered 1-2 months in advance of Performance exams. Check with the AIM Performance Schedulers for SWIC and SIUE the day after the registration deadline to see how many first year students are registered for each teacher.
6. Certificates & Pins: Sign one certificate before they are printed so they don't have to be signed individually. Take to print shop 1-2 weeks before the Performance exam dates. Obtain the number of AIM participants from the Performance Schedulers for SWIC and SIUE and print 1-2 extras for each participant's teacher. Prior to Performance exam dates, count the certificates and pins for each teacher and put them in an envelope along with medals for first year students to be handed out to teachers on judging days at SWIC. (This will help save on postage.) Mail certificates, pins, and medals for SIUE students to the SIUE AIM Coordinator. Send a copy of any receipts to the Treasurer in order to be reimbursed.
7. After all testing is completed, the AIM Chair will get the student master lists where all the scores are recorded at the completion of the theory and performance exams. If the AIM Chair is not present when exams are completed, then whoever is taking home the box of supplies should get the score sheets to the AIM Chair. Average the theory and performance scores of students in levels 9-12. Combined theory and performance scores must average 80 or higher to earn the personalized plaque. Order plaques online through the ISMTA website (Go to Student Programs→AIM→AIM Restricted Store. *Only AIM Chairs have authorized access.*) Before beginning the order, scroll down through the page to see what is available and to read about it.
8. Give the list of students (along with their teacher's name) earning monetary awards to the Treasurer so that checks can be mailed to the teacher.
9. Mail plaques and checks to teachers who will then present the awards to their student(s). Send a copy of any receipts to the Treasurer for reimbursement.

10. Payment of Student Fees at the end of the year: Pay fees online through the Restricted Store. Fees are based on the number of students entered in theory/performance levels. Include in this number those students who paid to enter but withdrew or did not attend. Fees must be paid by deadline date given by the State (usually in mid-May) or the price increases. There is no final report form to submit any more and there is no need to itemize as to number of students in each level. Contact the Treasurer to obtain the total number of students entered at each fee level for both testing sites. Send a copy of the receipt to the Treasurer for the fees paid to ISMTA in order to be reimbursed.

11. Answer questions from members about AIM. Consult Theory Scheduler and Performance Scheduler when the need arises.