

**VBODA PUBLICATIONS AND FEES BOARD CHAIRMAN
Duties and Responsibilities**

- Report to the President and Executive Board of VBODA
- Manage the Program Participation Fee process, including annual review
- Coordinate with the VBODA Treasurer to design annual program fee proposal
- Work with Program Fee Manager to ensure information is accurate and relayed in a timely fashion
- Manage the editing and publication of the Administrative Handbook and Selective Music Guide
- Coordinate with the Selective Music Guide Editor and Administrative Handbook Editor to ensure timely revisions to both publications
- Manage, and serve, on the Selective Music List Review Committee
- Communicate with the Assessment Sighting Coordinator to ensure materials are appropriate and available
- Present PAF Board reports at Executive Board meetings
- Communicate/Coordinate with the website administrator

Respectfully,
Stan Schoonover
Publications and Fees Board Chairman