

**VBODA ASSESSMENT SIGHTREADING COORDINATOR
Duties and Responsibilities**

- Report to the President and Executive Board of VBODA
- Communicate/Coordinate with the Sightreading Committee Chair for Band and the Sightreading Committee Chair for Orchestra
- Serve on the music grading committee
- Maintain contact with VBODA District Representatives
- Communicate/Coordinate with the website administrator
- Communicate/Coordinate with the commissioned composers
- Distribute instrumentation requirements to District Representatives and Event Chairs
- Develop method for collecting information to include:
 - Event Chairperson, Event Host, Adjudicator, Shipping Address, Billing Address
- Develop spreadsheet for all information collected
- Coordinate the distribution/shipping of sightreading music to the adjudicators

Respectfully,
Art Pittman
VBODA Program Fee Manager