



## Mission Statement

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**The Austin Symphonic Band is a group of volunteer musicians who combine their talents and services to provide performances of artistic merit for the benefit of Band members, audiences, and the Austin community.**

Welcome to the Austin Symphonic Band.  
You are a member of one of the finest community bands in the United States.

This handbook is provided to give ASB members, new and old, a sense of who we are, what we do, and how we do it.

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## History of the Band

The Band was formed in 1981 when a group of wind players who were members of the Austin Civic Orchestra, felt the need for a high quality community adult band. Mr. Mac Payne, administrator of the Pearce Community School, and one of Austin's earliest advocates for community music, provided rehearsal space for ASB's early years in the cafeteria of Pearce Junior High School. In 1984 the Band established its own corporate identity. ASB now practices at Connally High School in Pflugerville, an Austin suburb.

The Band is dedicated to the public performance of band literature, and offers several public and community service concerts each year, the majority of which are free. The band's regular season includes a 'Concert in the Park' series, indoor concerts including visiting guest artists, and community service performances. ASB was selected by Governor Ann Richards to play for Texas' welcome home of the troops ceremony following the Gulf War and is proud to have been designated as "The Official Band of the City of Austin" by the Austin City Council. In 1994 ASB was presented with the John Philip Sousa Foundation's Sudler Scroll during its second 'Sousa Spectacular' concert.

In addition to its Austin area performance schedule, the Band has performed at the American Bandmasters Association Convention in New Orleans, the Texas Bandmasters Association Convention in San Antonio, the Texas Music Educators Association Convention in San Antonio, the national convention of the Association of Concert Bands, the College Band Director's National Association, and has made three appearances at the International Band and Orchestra Clinic in Chicago. It also plays annually for Bastrop, and Round Rock July patriotic festivals, and makes cameo appearances in productions of the Austin Lyric Opera Company.



# Austin Symphonic Band

## Policies and Procedures

Like all organizations, ASB has rules and policies. These policies are adopted by the Board of Directors and are intended to help make the administration of the organization understandable and consistent. Their purpose is to organize our work so we may all focus on our main purpose – making music. ASB is an all-volunteer organization. The Board of Directors is elected from among the members of the Band.

### **I. Band Participant Policies**

#### **Members in Good Standing**

To be a member in good standing an individual must:

- Be a member at the end of the previous season and have paid all dues and assessments in full by the end of the first rehearsal in October

- Rejoin or initially join the Band in mid-season and pay all dues and assessments in full

Each member is responsible for keeping the section leader notified of their current contact information.

A member may commit to an alternative method of payment as approved by the Board.

#### **Privileges of a member in good standing**

- Participate in rehearsals, performances, events or activities
- Run for or hold any Band office or other Band position
- Make nominations for any office or Band position
- Vote in all ASB elections
- Attend any regular Board meeting or corporate membership meeting
- Request that the president place an item on the agenda of a Board meeting and be heard regarding that item

#### **Responsibilities of a member in good standing**

- Attend all rehearsals unless excused by the section leader
- Attend all performances unless excused by the section leader
- Fulfill music responsibilities including proper care and handling, having the folder present for all rehearsals and performances, returning music promptly
- Fulfill transportation and unloading requirements as assigned by the Board
- Prepare musically for all performances
- Comply with direction of the music director and the section leaders
- Be on time and in proper attire for performances
- Comply with dues and assessments as assigned by the Board
- Notify section leader of anticipated absences
- Volunteer skills and non-musical work time for the benefit of the organization

#### **Loss of membership**

The Board has the authority to hold a hearing and to expel a Band member from membership. No dues or assessments will be returned to any member who has been expelled.

Automatic loss of membership occurs if an individual does one or more of the following:

- Has more than one unjustifiable absence from a rehearsal in a calendar month during a season
- Has one unjustifiable absence from a performance
- Is two months past due for any dues or assessments

Any member has the right to request a special hearing before the Board regarding their membership status.

### **Resignation/Leave of Absence/Transfer**

- A member may resign from the Band, but resignation does not relieve the member of the obligation to pay unpaid dues or assessments.
- Band membership can not be transferred to another member.
- A member in good standing may request a leave of absence from the Band. Terms of such leave will be determined by the member and the Board and will be recorded in the minutes of the meeting at which the agreement occurs.

### **Performance participation.**

To be eligible to play a concert, a member must have attended the last two regular rehearsals plus dress rehearsal if applicable prior to a concert or have been granted specific exemption by the section leader or music director. A member requests exemption by giving a section leader a written request.

### **Acceptable reasons for missing a rehearsal:**

- Work related conflict
- Family emergency
- Illness
- Death

### **Performance Guests**

The music director may invite or hire an individual who is not a regular member of the Band to participate in a specific performance. Payment of performance guests must be approved by the Board of Directors.

### **Rehearsal Guests**

Individuals who want to join the Band, or out of town visitors, may join in a rehearsal as a rehearsal guest. It is the responsibility of the section leader to obtain an information card about the guest. Rehearsal guests are not permitted the last two weeks before a concert. It is the responsibility of the section leader to inform the Board if a rehearsal guest situation requires action. The secretary will send a communication thanking them for their attendance, asking permission to place their email on the ASB promotion list, and following up with an explanation of band policies depending on their notations on the rehearsal guest card to rehearsal guests during the week following their attendance.

Permanent or long-term performance guests or rehearsal guests are specifically discouraged. A section leader will note the presence of a guest on the section's attendance record. If an individual wishes to be a rehearsal guest for more than eight rehearsals during a season, the person's guest status must be ratified by the Board.

### **Part Assignments**

Part assignments are made by the section leader in consultation with the musical director. The musi-

cal director may communicate with section leaders prior to distribution of music for a concert and to discuss the music requirements of the music, applicable musical interpretation issues, and other criteria for placing members on part assignments. The musical director exercises final authority over all part assignments, but when possible, part assignment changes will be accomplished through the section leader. The section leader has full authority within the section to assign parts. Section members who have a concern about part assignment should discuss their concern with the Board of Directors.

### **Instrumentation**

The optimal instrumentation of the Band is 88 musicians, allocated within each instrument section as follows. Minimum instrumentation is 57 plus percussion.

#### Optimum Instrumentation

Flute/Piccolo	10
Oboe	2
e flat Clarinet	1
b flat clarinet	18
bass clarinet	4
bassoon	2
Alto Sax	4
Tenor Saxophone	2
Baritone Saxophone	1
Trumpet/Cornet	12
French Horn	8
Trombone	8
Euphonium/Baritone	4
Tuba	6
Percussion	6

#### Minimum Instrumentation

Piccolo	1
Flute/Piccolo	6
Oboe	2
Clarinet	12
bass clarinet	2
bassoon	2
Alto Sax	2
Tenor Saxophone	1
Baritone Saxophone	1
Trumpet/Cornet	8
French Horn	6
Trombone	8
Euphonium/Baritone	4
Tuba	4
Percussion	as required

### **Joining the Band**

If a person wishes to join a section which is below optimal instrumentation and has demonstrated

sufficient skill levels to the section leader and/or musical director during times they have attended as a guest, the person shall be permitted to join. No musical audition shall be required before becoming a guest or a member of the Band.

If a section is at or above optimal instrumentation:

- No new member shall be permitted to join that section unless authorized by the music director
- No current member shall be required to leave that section to accommodate a new member

### **Applicant Pool**

Each rehearsal guest will be requested to fill out an information card. The section leader is responsible for explaining the guest and membership policies to the guest, ascertaining the guest's level of musicianship and recording appropriate information on the guest card. This data is maintained by the secretary and comprises the ASB applicant pool.

When a vacancy in a section which is below optimal instrumentation occurs, information about all individuals in the applicant pool will be given to the section leader by the secretary. The section leader and the music director discuss the potential new members and issue invitations based on musical benefit to the Band and other skills or contacts the individual may have which would be beneficial to the organization.

When an applicant has been selected for admission he/she will be notified by the section leader, who also notifies the secretary. The secretary (or designated membership officer) sends a welcome communication and copy of the Member Handbook to the new member. The president or designated Board representative will have a personal conversation with the new member no later than one week after the invitation to join is accepted and dues are paid. This conversation will stress that ASB strives for high quality performance standards, is a community-based group in which all members have responsibility for some non-musical activities such as transportation, racking chairs and stands, and being "good citizens" of the Band.

Membership in ASB is based on musical benefit to the Band and other skills or contacts the individual may have which would be beneficial to the organization. ASB will not base selection criteria on race, age, sex, religion, creed, or national origin.

### **High School Student Membership**

The Austin Symphonic Band does not actively solicit or recruit high school players but qualified high school players may be accepted at the discretion of the music director.

### **Transportation**

When possible, ASB will provide bus transportation for out of town concerts within the state of Texas. Other travel will be at the member's expense.

Transportation of percussion instruments and equipment will be provided by ASB with supervision and participation by the percussion section members.

Transportation crew assignment will rotate among all sections of the Band.

### **Music Folders**

Folders may be checked out only under procedures established by the librarian. Any ASB member whose dues are current may check out a folder; however, it is the policy of ASB that the member is responsible for seeing that the folder is returned for the next rehearsal. This policy applies even if the



member must miss the rehearsal. Any member who loses a music folder will be assessed full replacement value for the music lost. Section leaders are responsible for maintaining the folder checkout information.

### **Concert Dress**

Indoor concerts:

Men — black tuxedos, white shirt, bow tie, no vest, cummerbund, black shoes and socks.

Ladies — black dress no shorter than knee length or solid black pantsuit, black shoes and hose.

Lace, sleeveless attire, or décolletage are not acceptable.

Outdoor concerts:

Men — black pants, white shirt

Ladies — black pants or skirt, white blouse.

ASB white concert shirts are acceptable for outdoor concerts

Occasionally, specific performances will require deviations from this dress requirement. This list defines “concert black” and “standard outdoor concert” attire.

## **II. Fiscal policy**

ASB fiscal year is September 1 through August 31. ASB concert season is September 1 through July 31.

### **Dues**

Membership dues are \$75 per concert year. Membership dues are due by the first rehearsal in September. New members are expected to pay the full amount by the third rehearsal they attend. Dues may be paid in two equal installments through prior approval by the Board. Dues must be current in order to check out a folder or to perform in any concert.

### **Audit/Review**

At the end of the fiscal year ASB books will be reviewed by a Certified Public Accountant. The CPA firm will be selected by the business manager.

### **Expense Reimbursements**

General policy is that expenditures will be paid by ASB directly. When that is not possible, approved out-of-pocket expenditures on the part of Band members will be reimbursed only with appropriate documentation and receipts. Expenditures made without Board approval will not be reimbursed. Expenditures that are part of the ASB budget will be considered approved expenditures and do not need further action on the part of the Board.

### **Budget**

In January of each year the president, treasurer, president-elect and business manager will meet to generate a proposed budget for the next concert year. This budget will be presented to the Board at its next meeting for tentative approval. The business manager is authorized to use this budget in preparing funding and grant applications. This schedule is necessary to coincide with City of Austin funding applications which are received in March of each year. A final budget will be approved by the Board of Directors following final City of Austin allocation announcement. Flexibility within budget categories to accommodate unforeseen events does not require Board approval.

### **Fees and Honoraria**

All fees and honoraria not included in the annual budget must be approved by the Board of Directors.

### **Waiving of Fees and Assessments**

The Board is authorized to waive fees and assessments, or to arrange special payment options, with any Band member.

### **Contracts**

Only the business manager is authorized to negotiate and sign contracts on behalf of the Band for all approved and scheduled events.

### **ASB Paid Performances**

The business manager will use the following guidelines for negotiating performance agreements.

Minimum payment if all on-site expenses are covered by host - \$1,000

Minimum payment if ASB is responsible for on-site expenses is expenses plus \$1,000

All hosted performances require a letter of agreement between the host and ASB. (See sample in the forms section of the Officer & Director Manual)

### **Signature Authorization**

All transactions in excess of \$200 require two signatures. Authorized signatories are: treasurer, president, immediate past president, business manager.

### **Cash Flow**

The treasurer will maintain a minimum of one month's anticipated expenses in the ASB checking account. Funds in excess of that amount will be deposited in an investment account designated by the Board of Directors.

# Austin Symphonic Band

## Bylaws

### Article 1

The name of this organization which is incorporated under the laws of the State of Texas is: Austin Symphonic Band

### Article 2

The objectives of this organization shall be those expressed in its Charter and it shall be a non-profit organization of volunteer musicians who combine their talents and services to provide performances of artistic merit for the benefit of Band members, audiences, and the Austin community.

### Article 3

The place of business of this organization shall be in the City of Austin, Travis County, Texas, and in such other places or place for the transaction of business or for the holding of meetings and conventions as may, within the discretion of the Board of Directors, be necessary and essential to the furtherance of this organization.

### Article 4

#### Band Participants

Any person who qualifies under one of the classes of participation set out below, who has paid all required dues and assessments, and who has fulfilled the performance and attendance requirements of a member is eligible for one of the classes of participation listed below.

#### a. Member in Good Standing

- A person who was a member at the end of the previous season and has paid all dues and assessments in full by the end of the first rehearsal in October; or
- A person who rejoins or initially joins the Band in mid-season and has paid all dues and assessments in full.

A member in good standing is entitled to one vote in all organizational elections.

A person shall automatically cease to be a Band member in good standing if the person:

- Has more than one unjustifiable absence from a rehearsal in a calendar month during a season
- Has one unjustifiable absence from a performance, or
- Is more than two months past due for any dues or assessments.

Justified absences shall be defined by the Band Policies and Procedures

Band membership shall be held by a member individually and is not transferable or assignable to another person.

#### b. Performance Guest

- A Performance Guest is an individual the music director or the Board has invited to participate in a specific performance based on the musical interests of the Band. A Performance Guest is not required to pay membership dues or music deposit.

#### c. Rehearsal Guest

- Any other person who wishes to participate in the Band may attend rehearsals as a Rehearsal Guest. No Rehearsal Guest shall be permitted to participate in either of the two rehearsals immediately before a concert.

## **Article 5**

### Termination of Membership

Members failing to pay dues as required by these bylaws shall be automatically dropped from membership

#### a. Termination by Board Vote

By affirmative vote of five directors, the Board may expel a Band member from corporate membership if the board finds good cause to do so after a hearing before the Board.

#### c. Resignation

Any Band member may voluntarily resign from the Band at any time by filing a written resignation with the secretary. Resignation shall not relieve the resigning member of the obligation to pay unpaid dues or assessments.

#### c. Leave of Absence

A member in good standing may request a leave of absence for good cause. Terms and conditions of such leaves shall be determined by the Board of Directors.

## **Article 6**

### Meetings of Corporate Members

#### a. Annual Corporate Membership Meeting

An annual meeting of the corporate membership shall be held during the month of May unless determined otherwise by the Board of Directors for good reason. At that meeting the membership shall receive a report on the financial status and activities of the organization and shall elect officers and directors.

#### b. Notice of Corporate Membership Meeting

A written or printed notice shall be delivered to each member not less than 10 nor more than 60 days before any corporate meeting. The notice shall be delivered either personally or by mail or electronic media and shall state the location, day, and hour of the meeting. The purpose of the meeting shall be stated in the notice when required by statute or these bylaws.

#### c. Quorum

A quorum at a corporate membership meeting shall be one-third of the members.

## **Article 7**

### Board of Directors

#### a. General Powers and Qualifications

The affairs of the Band shall be managed by its Board of Directors which shall consist of directors and presidential officers. At least four directors shall be residents of the state and members of the Band.

#### b. Composition

The Board of Directors shall consist of a President, President-Elect, Immediate Past President, and four directors.

#### c. Terms of Office

Each Board member shall hold office for a two-year term and until a successor has been elected and qualified to hold office with the exception of the president and president-elect who serve a one-year term in those offices. Terms of office shall begin June 1 of each year.

#### d. Board Vacancy

A vacancy may be filled by the following methods:

- Unanimous vote of the board
- Majority vote of the corporate membership at a membership meeting

A Board member elected to fill a vacancy shall be elected for the unexpired portion of the term of office.

#### e. Appointments

The Board shall elect or appoint a secretary, a treasurer, a section leader liaison, and may elect or appoint other officers as needed. These officers:

- Shall have the authority to perform any duty assigned by these bylaws or by the Board
- Are not voting members of the board by virtue of office, and
- May be ex officio Board members as provided by this article.

#### f. Ex Officio Board Members

Ex officio members of the Board shall include:

- The music director
- The business manager
- Any other Board member elected or appointed who is not a director.

An ex officio member may attend any board meeting and be heard on any matter but may not vote, move, or second a motion.

#### g. Removal of a Board Officer

When the best interests of the Band would be served by removal, any Board officer may be removed in the following manner:

- If elected by the corporate membership - may be removed by a majority vote of the membership.
- If elected by the Board - may be removed by a majority vote of the Board.

Before removing an officer, the Board must conduct a hearing at which the officer is invited to be present and heard.

#### h. Nomination and Election of Board Members

The president-elect and two Board members shall be elected by the corporate membership at the annual membership meeting. Any member may nominate a candidate for Board membership. Election is by simple plurality.

### **Article 8**

#### Duties of the Board of Directors

a. President

The president is the principal executive officer of the Band corporation and shall supervise and control all of the business affairs of the Band. The president shall:

- Serve a one-year term of office immediately after serving a term as president-elect
- Preside at all corporate membership and board meetings
- Serve as the ceremonial head of the Band
- With the secretary or any other proper officer of the Band corporation authorized by the board, sign any deed, mortgage, bond, contract, or other instrument which the board has authorized to be executed, unless the signing and execution has been delegated by the board, by these bylaws, or by statute to some other officer or agent of the Band corporation.
- Make all appointments of standing and special committees, subject to the approval of the Board of Directors.

After serving a term as president, the president shall serve a term as immediate past president.

b. President-Elect

In the absence of the president or in the event of the inability or refusal of the president to act, the president-elect shall perform the duties of the president.

The president-elect shall be responsible for planning the upcoming concert season. and shall perform any other duty assigned by the president or board.

After serving a one-year term of office, the president shall serve a term as president.

c. Immediate Past President

In the absence of the president and the president-elect, or in the event of the inability or refusal of both of these officers to act, the immediate past president shall perform the duties of the president.

After serving a one-year term of office, the immediate past president shall retire from the board unless re-elected to the board.

d. Treasurer

The treasurer shall

- Be custodian of all funds and securities of the Band corporation as directed by the Board of Directors
- Perform any duty incident to the office of treasurer and any other duty assigned by the president or the board.

e. Secretary

The secretary shall:

- Keep the minutes of the membership and board meetings
- Give all notices required by law or by these bylaws
- Be custodian of the corporate records of the Band
- Perform any duty incident to the office of secretary and any other duty assigned by the president or the Board.

f. Music Director

The Board shall appoint a music director and determine the duties of and compensation for the direc-

tor. All musical decisions shall be made by the music director.

g. Business Manager

The Board may appoint a business manager and determine the duties of and compensation for the business manager. Routine business decisions shall be made by the business manager after consultation with the president and if possible the Board.

Emergency business decisions shall be made by the business manager who shall inform the president of the decision as soon as reasonably possible.

h. Section Leaders

The Board shall combine or subdivide the instrument sections into an appropriate number of administrative sections. Each section shall be headed by one or more section leaders.

Section leaders shall be elected by written ballot of the section members.

A section leader shall:

- Serve for one year or until a successor has qualified for the position
- Have the authority and perform any duty assigned by these bylaws or by the Board.

i. Removal of Appointees

Any person elected or appointed to a position by the Board may be removed from that position by an affirmative vote of four directors.

**Article 9**

Written Policies

The Board may adopt formal, written Band policies. No policy may conflict with these bylaws, the articles of incorporation, or law.

**Article 10**

Committees

The president as directed by the Board of Directors shall appoint such committees as are necessary and which are not in conflict with other provisions of these bylaws. The duties of any such committees shall be prescribed upon their appointment. The term of appointment shall be for one year. In making committee appointments, the president shall give due consideration to maintaining the continuity of the committee's operation.

**Article 11**

Financial

The fiscal year of the organization shall be from September 1 to August 31.

a. Contracts

In addition to the officers authorized under these bylaws, the Board may authorize an officer or agent of the Band corporation to enter into a contract or to execute and deliver a financial instrument for the Band corporation. Such authority may be either general or limited to a specific instance.

b. Checks and Drafts

By resolution, the Board may determine the appropriate officer to execute a particular financial instrument. In the absence of another determination by Board resolution, each financial instrument shall be executed by the treasurer.

c. Deposits

All funds of the Band corporation shall be deposited in a financial institution which has been designated by the Board. Funds will be deposited within five business days of receipt unless an exception is authorized by the Board.

d. Gifts

On behalf of the Band, the Board may accept a contribution, gift, bequest, or device for the general purposes of or for a special purpose of the Band corporation.

e. Dues and Assessments

The Board may determine the amount of annual dues or assessments payable to the corporation by Band members.

**Article 12**

Amendment of Bylaws.

By an affirmative vote of five directors at any annual, monthly, or special Board meeting, these bylaws may be altered, amended, or repealed and a new bylaw may be adopted, if at least two days written notice is given to each director and ex officio board member of an intention to alter, amend, or repeal an existing bylaw or to adopt a new bylaw at the meeting.

Adopted September 13, 1998



# Job Descriptions

## Board Member

### General Responsibilities:

- Set policies for the future direction of ASB
- Ensure that the needs of the members are met
- Approve and evaluate programs and activities to meet those needs
- Monitor progress
- Raise funds to operate ASB
- Be fiscally responsible in maintaining the assets of ASB

### Specific responsibilities

- Attend Board meetings
- Study background information for board meetings
- Actively participate in policy discussions
- Act as a positive communications link between ASB and its members
  - Communicate information to members
  - Communicate the needs and opinions of members to ASB Board and staff
- Promote ASB to potential members
- Promote ASB to the community
- Suggest new programs and activities
- In cooperation with other Board members, hire and monitor staff

### The Five Major Functions of a Board Member

1. Establish and maintain the legal entity
  - know the bylaws
  - make legal contracts
  - defend and protect legal rights
2. Secure assets
  - ensures continuity of existence
  - ensures quality of service
  - establishes ASB prestige and good will
  - maintains the character and personality of the organization
3. Plans
  - provides viewpoints and purposes
  - sets goals
  - writes objectives
  - establishes policies
  - secures facilities
  - ensures adequate resources
  - holds board and annual meetings

4. Provides operating requirements
  - ensures qualified staff
  - lends adequate authority to staff
  - provides financial resources
  - solicits member support
  - seeks community support
  
5. Measures and controls
  - prevents unauthorized actions
  - receives and reviews reports
  - sets strategic points - warning signals for action
  - establishes standards
  - arranges for audits and consulting service as needed

### President

The president is the principal executive officer of ASB subject to the direction and control of the Board of Directors

#### General Duties

- Preside at all ASB business meetings
- Appoint standing and special committees as directed by the Board
- Transact necessary business of ASB and be responsible for the general welfare of the Band
- Serve as chairman of the Board of Directors and call meetings accordingly
- Fill vacancies on the Board of Directors by appointment with approval by the Board
- See to implementation of plans and policies adopted by the Board of Directors
- In conjunction with the president-elect, treasurer and business manager, prepare the annual budget.
- Maintain communication with host facility/director at weekly rehearsal site

### President-Elect

#### General Duties

- Assist the President in the discharge of his/her duties
- Perform the duties of the President in the President's absence or disability
- Plan concert season for the coming year
- In conjunction with the president-elect, treasurer and business manager, prepare the annual budget.

### Secretary

#### Specific Duties

- Record all proceedings of Board of Director's meetings and provide minutes to the Board in a timely manner
- Maintain the ASB applicant pool
- Collect membership information and maintain membership database
- If not an elected director, serve as non voting member of the Board
- Conduct annual membership survey
- Generate and maintain section leader folders

## **Treasurer**

### Specific Duties

- Collect all dues and other money from ASB members
- Collect all dues and money from external sources
- If not an elected director, serve as non voting member of the Board
- Be responsible for counting and turning in to the business manager or assigned staff member for deposit all monies collected by ASB
- In conjunction with the Business Manager, maintain accurate financial records and make available to the Board or ASB members on request

## **Appointed Positions**

### Librarian

- Get new folders for each new concert year
- Communicate with director before each concert concerning music to be put in/pulled out of folders after each concert.
- Take folder crates to each concert. Communicate with the band about maintenance of folders
- Pull music and mesh in the extra parts so all music is in score order. Put new music in folders prior to the next rehearsal, if possible.
- Stamp new music with “Austin Symphonic Band” stamp.
- Maintain computer listings of all music in alphabetical order by composer and title
- Bring clothespins to concerts.
- Maintain ASB music library

### Business Manager

- Responsible for all concert arrangements including;  
Upon approval of conductor and board, enter into necessary contractual agreements for concert sites and related facilities  
Make necessary arrangements for stage management including lighting, sound, decoration, etc. at concert sites  
Handle transportation needs when required for out-of-town concerts  
Coordinate the production and distribution of all printing and promotional materials  
Coordinate all concert publicity
- Coordinate communication with and proposals to all appropriate arts funding agencies
- Serve as non voting member of the ASB Board of Directors.

### Section Leaders

Section leaders will be selected by each section of the band in elections held in May. In larger sections, these responsibilities may be divided among several members.

### Public relations and retention for new members

- Greet all new section members and introduce them to other members of the section
- Follow up the presence of new members with a phone call or other communication that will express desired for continued participation
- Make sure that each new member fills out the ASB membership form
- Greet and introduce rehearsal guests, have them fill out a guest card
- Collect dues from all section members, in cooperation with secretary
- Maintain folder checkout information

- Provide a list of players for each concert to the secretary and the music director.

#### Attendance

- Check role within the section and file attendance reports with the secretary
- Contact section members that are absent and actively encourage regular participation in all rehearsals and performances

#### Coordination of part assignments

- Assign parts in consultation with the music director.

#### Music Folder Management

- Make sure that each section member understands all policies and procedures regarding music folders and that these policies are consistently implemented within the section
- Implement a policy that will assure that music folders are available for each rehearsal
- Appoint a member of the section to help the librarian strike and reorganize folders after concerts.

#### Applicant pool management

- Obtain completed guest card for any rehearsal guest and give it to the secretary
- When a vacancy in the section occurs, get the guest information from the secretary. In conjunction with the music director, select individuals from the applicant pool according to the ASB Policies and Procedures document.
- Contact the applicant and invite them to join ASB
- Notify the secretary of any new member

#### Sections above optimum instrumentation

- Consult with the music director about the number of players needed for each concert and make part assignments based on that consultation. If it appears that not all members will be able to play any concert - consult with the music director to determine what action should be taken. Payment for guests players shall be approved by the board.

#### Pre-concert responsibilities

- Three weeks prior to a concert, inform the secretary of the names of all section members participating in that concert.
- As assigned by the Board - delegate section members to assist in loading and unloading of equipment and setup for performances.

#### Section members responsibilities to section leaders

- Inform section leader of any anticipated absences
- Respond to section leader requests to volunteer to assist
- Inform section leaders of any concerns in the section

#### Section member grievance response

- Verbal notification to section leader by liaison
- Written to section leader and board by liaison
- Board will decide what further action may be necessary

## **Music Director**

Implementation of the artistic vision of ASB rests with the musical director. The music director is expected to be a paid position with compensation determined by the Board of Directors

### Responsibilities

- Conduct rehearsals and performances
- Select music for performances
- In conjunction with the Board of Directors, schedule performances
- In conjunction with section leaders, assign parts
- With approval of the Board of Directors, engage professional soloists or other guest artists
- With approval of the Board of Directors, engage performance guests
- Advise the Band regarding potential musical opportunities
- Advise and approve selection of guest conductors or associate or substitute conductors