

Corning Area Community Concert Band Officer and Chairperson Responsibilities

Responsibilities of the Band Director

- A. Purchase new band music and select music for concert programs. Suggestions and inputs from band members and/or a music committee should be considered.
- B. Directs weekly rehearsals and conducts concerts.
- C. Accepts invitations on behalf of the band for band performances. If appropriate, there should be prior consultation with and approval by the Board or the band members.
- D. In consultation with the Band President, decides on cancellation of band events, performances, and activities.
- E. Arranges for guest soloists, guest conductors, and joint band concerts. If appropriate, there should be prior consultation with and approval by the Board for the band membership.

Responsibilities of the Band President

- A. Presides at all business meetings of the members.
- B. Schedules and presides at all Board of Directors meetings.
- C. Supervises and manages the business affairs of the band.
- D. Serves as ex-officio member on all committees.
- E. Appoints chairs for all committees.
- F. In consultation with the Band Director, decides on cancellation of band events, performances, and activities. Responsible for notifying the Section Leaders of any cancellation.
- G. Ensures that all officers and committee chairs receive a copy of their position description.
- H. Spokesperson for the band externally.
- I. Enforces band rules and regulations.
- J. Maintains the caccb1 email
- K. Sends out notices to members about upcoming rehearsals/concerts and or cancellations
- L. Sets the concert calendar for the year- places/dates/times
- M. Confirms said concerts with venues before each concert
- N. Lines up the ice cream for band members after summer concerts
- O. Creates the concert program for scholarship concert
- P. Ensures that all band members are listed in the CACCB contacts list. Collects email from new members at rehearsals or from caccb1 email to add to contact list
- Q. Has PO Box key and checks the mail
- R. Has a debit card and bank account access

Responsibilities of the Band Vice President

- A. Performs the duties of the President in the absence or disability of the President.
- B. Chairs one of the standing committees.
- C. Welcome and orients new members.

Responsibilities of the Band Secretary

- A. Prepares and keeps minutes of all meetings of the Board of Directors and makes them available for the general membership.
- B. Prepares and keeps minutes of all business meetings of the members, including the Annual Meeting.
- C. Performs band correspondence, including writing thank-you notes
- D. Responsible for sending get-well or sympathy acknowledgements on behalf of the band
- E. Transfers band records (i.e. minutes), band stationary, and other materials to the new Secretary at the termination of office.
- F. Maintains a roster of active band members. Obtains contact information from new members.
- G. Provides each member with an updated band roster at least once a year.
- H. Currently also taking care of scholarship

Responsibilities of the Band Treasurer

- A. Maintains custody of all funds, securities, and other valuable documents of the band.
- B. Endorses checks on behalf of the band for deposit in the band's bank account.
- C. Makes financial payments on behalf of the band.
- D. Keeps full and accurate accounts of all monies received and paid out on behalf of the band.
- E. Renders a statement of accounts at each Board Meeting.
- F. Prepares an annual budget proposal for approval by the Board at the first Board-Meeting of the fiscal year.

Responsibilities of the Band Section Leaders

- A. Serves as member of the Board of Directors. Terms are for two years.
- B. Maintains an accurate roster of members within their section. Learns the reason(s) why a section member discontinues participation in the band.
- C. Upon notification from the Band President or Band Conductor, contacts members within their section concerning changes in rehearsal or performance dates, times, or locations.
- D. Represents the interests, concerns, or problems within their section to Band Officers or to the Band Board for consideration or resolution.
- E. Each fall, provides the Secretary with updated directory information for the section.
- F. Welcomes new participants in the section.
- G. Ensures all members receive a schedule as updated.
- H. If a Section Leader will be unavailable to handle Section business for any reason, he shall secure an alternate and give the Alternate's contact information to the President. The Alternate will assume Section Leader responsibilities until the Section Leader returns.

Responsibilities of the Band Board of Directors

- A. Attends Board of Director meetings as called by the President.
- B. Appoints the Nominating Committee.
- C. Approves the annual budget.
- D. Approves all expenditures that exceed budget items by 10%.
- E. Decides issues of band policy, business, finances, personnel, etc.
- F. Appoints auditor.

Responsibilities of Band Librarian(s)

- A. Ensures that all music owned by the band is labeled to that effect.
- B. Distributes all music to be performed to the folders.
- C. Collects, sorts, and re-files previously played music.
- D. Maintains orderly arrangement of the band's music.
- E. Tracks the circulation of current music folders in the possession of band members.
- F. Maintains a log of music owned by the band and compiles a history of dates and locations when and where the titles have been performed.
- G. Ensures that music is transported to and from any concert.
- H. After each public performance or on an annual basis, reports to the Association of Concert Bands (ACB) a list of all pieces performed by the band during that concert/year with all information required by ACB.

Responsibilities of the Band Publicity Chair(s)

- A. Prepares notifications/advertisements concerning public performances of the band including posters and feature articles for local newspapers and public service announcements on local radio and TV stations. Band policy is no paid advertising.
- B. Responsible for the preparation, printing, and distribution of tickets associated with band performances.
- C. Responsible for the preparation and printing of band programs.
- D. Submits articles to local newspapers relating to band activities - i.e. scholarship and band membership award winners, participation by the band members in other musical events, etc.
- E. Distributes tickets for band performances to local outlets for them to sell.
- F. Sets up ticket-selling tables at concerts and finds volunteers to man them.

Responsibilities of the Band Equipment Chair

- A. Maintains equipment inventory and reports annually to the Treasurer.
- B. For concerts:
 - 1. Finds two vehicles to move equipment.
 - 2. Determines driving time to destination and set time to load equipment.
 - 3. Finds people to load equipment before a concert.
 - 4. Gets needed equipment list from percussion.
 - 5. Arranges access to equipment storage before and after the concert to load and unload equipment.
 - 6. Arranges equipment on stage.
 - 7. Finds people to unload equipment after concert.

Responsibilities of the Band Scholarship Chair

- A. Prepares application form for band award.
- B. Notifies band directors in appropriate high schools in Steuben, Chemung, and Schuyler counties concerning the band award and provides each with application forms.
- C. Prepares submitted applications for committee review. Each committee member should be provided a full copy of each application for review.
- D. Oversees the adjudication of applicants and selection of winners.
- E. Notifies applicants concerning the outcome of adjudication. Returns original music scores and tapes to applicants.
- F. Arranges for in-person notification of award winners at an appropriate public event if possible.
- G. Arranges for the award winner to attend a CACCB rehearsal to perform a piece of music.
- H. Provides information on award winners to the Publicity Chair for publication in the newspaper.

Responsibilities of the Band PA/Recording Chair

- A. Arranges for the safe and proper storage of band PA equipment.
- B. Maintains inventory listing of band PA equipment.
- C. Responsible for the transportation, set up, and operation of PA equipment at band functions.

Responsibilities of the Band Historian

- A. Maintains complete and accurate historical records documenting the band's performances, activities, and events.
- B. Records should be stored at the rehearsal site.

Responsibilities of the Band Auditor

- A. Within 30 days of the fiscal year end, reviews the financial statements and books of the Treasurer and verifies the accuracy and completeness of the financial records.
- B. Submits a written report to the Band Board of Directors.

Responsibilities of the Band Nominating Committee

- A. Solicits nominations for positions to be filled.
- B. Nominates at least one person to fill each vacant elected position.
- C. Presents slate of candidates for election at the annual meeting.

Responsibilities of the Web Administrator

- A. Update and maintain CACCB web site.

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1997	Document created	1.0
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