

WCB Band Board of Directors Positions and Responsibilities

President

- Schedule and preside over regular board-of-directors' meetings.
- Oversee responsibilities of other board members.
- Schedule (in consult with Business Manager) and oversee the Independence Day parades.
- Get subs for members who are unable to attend concerts (in consult with Personnel Manager).

Vice-President/Business Manager

- Preside over board meetings when President is not available.
- Pursue and schedule new performance opportunities.
- Arrange schedules for concerts (in consult with Conductor), and follow up to keep calendars in sync; plan the annual rehearsal and performance calendar with the Conductor and Webmaster, who updates the calendar on Google Drive.
- Recommend the appointment of ad hoc committees as needed.
- Prepare and oversee filing of Annual Reports with the State and the IRS.

Secretary

- Take notes and file minutes for all board meetings.
- Keep other permanent records as necessary.
- Communicate with individuals as appropriate or necessary, e.g., get-well cards, thank you notes, etc.
- Send reminder emails for rehearsals, concerts, and board meetings when appropriate and necessary.

Treasurer

- Collect annual dues from members and record payments.
- Disburse all monies as approved by the board, including but not limited to, conductor fees, practice venue fees, reimbursements.
- Maintain the band's checking account.
- Prepare the annual budget and other appropriate financial reports.
 - Prepare a financial report for each Board meeting, noting all income and expenses, including a dues report.

Personnel Manager

- Maintain an up-to-date membership list; update current and past band rosters and contact information on Website as needed (in consult with Tech Support Chair).
- Update concert and rehearsal attendance worksheet on Website (in consult with Tech Support Chair who updates online).
- Head recruiting efforts and serve as a contact person for new members; prepare and distribute a "new-member" packet.

- Serve as the contact, with copy to Conductor, for all band members who have a conflict or will be unable to make rehearsal or concert dates.

Librarian (Recruit additional band members to help with maintaining the library.)

- Create folder labels and prepare music folders in September.
- Place new concert series music into folders for first rehearsal after each concert.
- Acquire music (from WCB library, ETHS, or other sources) at least two weeks before the start of a new concert series.
- Review all parts, create extra parts as needed, replace missing parts, and prepare music for sorting into folders.
- Clean out old music from folders after each concert, sorting and returning music in score order to original locations.
- Obtain new paper folders when needed (free from Quinlin & Fabish).
- Take out and put away music for each rehearsal; transport music to appropriate locations, as necessary.
- Maintain music library worksheet and “Tunes Played” worksheet on Website (in consult with Tech Support Chair).

Property Manager (Recruit additional band members to help with equipment.)

- Set up weekly rehearsal space; move tables, etc., as needed; place and put away podium.
- Help with percussion equipment setup/teardown, as needed.
- Transport percussion and other large band equipment to concert performances.
- Store band’s folding chairs and transport them when needed for offsite performances.
(Note: Sally Nador agreed to continue this responsibility.)

Tech Support Chair (Webmaster)

- Develop and maintain the organization Website (www.wilmetteband.org), including but not limited to:
 - Review and update front page content.
 - Review and update rehearsal banner reminders weekly.
 - Review and update concert series information (in consult with Conductor).
 - Review and update band member page content (in consult with Conductor).
 - Send out regular Newsletter content (in consult with Publicity Manager).
 - Update Sponsors page annually (in consult with Fundraising Chair)
 - Answer online email inquiries (in consult with Conductor and President)
 - Post YouTube videos of sample concert pieces (in consult with Conductor).
- Develop and maintain the organization’s Google Drive content (in consult with others as noted in other job descriptions).

Publicity/PR Manager (Recruit additional band members to help with publicity activities.)

- Create social media content, e.g., Facebook, Twitter, Instagram, and send to Webmaster for posting.
- Write press releases to publicize band activities and send to newspapers, radio stations, online outlets, etc.

- Create and update ad sales forms for program sponsors.
- Create concert posters/flyers to distribute as advertising before each major concert.
- Design and create the program for each major concert, including concert program list, program notes, solicited ads, band roster, etc. (in consult with Fundraising Chair and Conductor); arrange for printing and drop off and pick up of programs.

Fundraising Chair (Recruit additional band members to help with fundraising.)

- Solicit ads and donations from local businesses and other donors, and keep track of all program donations.
- Provide list of donors to both the Treasurer for record keeping and to the Publicity/PR Manager for placement of ads in the print program and online.
- Write and mail thank you notes to all donors after each concert, enclosing a program copy.
- Develop and coordinate other projects, as appropriate, to raise funds.

Historian

- Keep and file all articles and/or publicity about the band that appear in local papers.
- Keep and file a copy of all concert programs.
- Keep and file records of events pertaining to the band.

Social Events Chair

- Plan events as appropriate to provide bonding and connections between band members.

Conductor (nonvoting member)

The Wilmette Community Band Conductor is responsible for all musical aspects of the organization, including but not limited to the following:

- Plan and run rehearsals; prepare scores.
- Conduct performances
 - Negotiate venue needs on site, e.g., chairs, sound system, etc.
 - Plan and execute an effective program order.
 - Emcee for the audience.
- Make music selection and programming choices for
 - Formal Concert Series (Fall, Holiday, Winter, and Spring)
 - Contracted concerts (Presbyterian Homes, Three Crowns, The Vi at the Glen, etc.)
 - Summer concert series
- Oversee part assignments; help section leaders distribute parts as needed.
- Video record major concerts and edit for placement online (in consult with Webmaster).
- Maintain a concert video playlist archive (in consult with Webmaster).
- Present a report for every board meeting.

Members-at-Large (2 positions)

- Serve as liaison to general membership
- Assist other board members as needed.