

ARTICLE VI - DUTIES OF OFFICERS

A. PRESIDENT

- a. Shall be responsible for calling and conducting meetings.
- b. Shall be responsible for coordinating honor band and choir.
- c. Shall preside at all meetings of NCBCDA.
- d. Shall have appointive powers for all committees.
- e. Shall hire guest conductors for the honor band upon consultation with the members at the annual meeting.
- f. Shall make all hotel reservations for board and guest conductors.
- g. Shall order medals.
- ~~h. Shall contact camps for scholarships.~~
- i. Shall attend or designate an attendee to represent NCBCDA at the annual National Association for Music Merchandisers (NAMM) **and Stand Up For Music.**
- j. Shall be responsible for nominations concerning "the Directors of the Year" award.

B. PAST PRESIDENT

- a. Shall serve in an advisory capacity to the current president and see that the organization functions properly.
- b. Shall be responsible for clinics and education sessions for the convention **when appropriate.**
- ~~c. Shall be responsible to select two additional members, from the association, to serve with him/her as a nominating committee. (do we need this?)~~
- d. Shall be responsible for contacting guest conductor for the repertoire. ~~order music; preparation of music and into folders for ensemble.~~
- e. Shall be responsible for arranging for meals for concert band guest conductor.
- f. **Shall be responsible for arranging for travel for concert band guest conductor.**
- g. Shall be responsible for being concert band manager.
- h. Shall serve as official board member of both NCBCDA and CBDA organizations.**
- i. Shall attend all required meetings of both organizations.**
- j. Shall report on NCBCDA events to CBDA and keep NCBCDA apprised of CBDA news and events.**

C. PRESIDENT-ELECT

- a. Shall be responsible for working with the President in preparation for his/her term of office.
- b. Shall be responsible for presiding at meetings in the President's absence.
- c. Shall be responsible for the coordination of **applications and auditions.**
- d. Shall be responsible for coordination of on-site live concert band auditions.
- e. Shall be responsible for updating concert band audition materials in coordination with the CBDA audition material.
- ~~f. Shall be responsible for the NorCal music library.~~
- g. Shall be responsible for sectionals at the honor band.
- h. Shall bring food to general membership and summer meetings.
- i. Shall attend board meetings and submit a report.

D. SECRETARY-TREASURER

- a. Shall be responsible for the fall postcard mailings to all high school/junior high school (9th grade) band and choir directors.
- b. Shall be responsible for collecting ~~all band and choir registration forms, audition recordings and~~ all participation fees.
- ~~c. Shall be responsible for processing registration forms and creating data basis with said information.~~
- d. Shall prepare and post on the website biannual financial reports and minutes for general session and summer session meetings.
- ~~e. Shall be responsible for creating and distributing acceptance and denial letters for auditions.~~
- ~~f. Shall send out ballots and gather information concerning the "director of the year award."~~
- g. Shall be responsible for all reimbursement and payments concerning costs incurred by the association.
- h. Shall be responsible for the ordering and preparation of concert band music into folders for the ensemble.
- i. Shall be responsible for the maintenance of the NCBCDA website.
- j. Shall attend board meetings and submit a report.

E. HISTORIAN

- a. The historian shall gather all past material and records and compile and maintain an up to date history of the association.
- b. Shall be responsible for creating the NCBCDA concert program.
- c. Shall procure advertisements for the programs.
- d. Shall coordinate the recording and photography for the concert.
- e. Shall attend board meetings and submit a report.
- ~~f. Shall create and compile student surveys with information to be presented at each concert.~~
- g. Shall coordinate scholarships to music camps..

~~F. HOST COORDINATOR~~

- ~~a. Coordinate through the President all facilities to be used during Honor Band and Choir.~~
- ~~b. Arrange for college credit for members of the Association. (Do we need this?)~~
- ~~c. Shall be the official host for the event of the Honor Band and Choir.~~

~~G. CBDA REPRESENTATIVE~~

- ~~a. Official board member of both NCBCDA and CBDA organizations.~~
- ~~b. Report on NCBCDA events to CBDA and keep NCBCDA apprised of CBDA news and events.~~
- ~~c. Help with CBDA recorded auditions.~~
- ~~d. Not required to be at the recorded auditions for NCBCDA.~~
- ~~e. Attend all June meetings of both organizations.~~
- ~~f. Attend the September meeting of CBDA.~~

H. CHORAL REPRESENTATIVES

- a. This position shall be shared and divided amongst two individuals.
- b. Shall be responsible for coordinating concert choir and jazz choir.

- c. Shall be responsible for contacting and corresponding with guest conductors and accompanists.
- d. Shall be responsible for arranging for travel for concert choir and jazz choir guest conductors.
- e. Shall be responsible for ordering honor choir music and hiring individual(s) to record and duplicate the practice recording.
- f. Shall be responsible for arranging for travel for guest conductors.
- g. Shall be responsible for arranging for meals for guest conductors.
- h. Shall attend all board meetings and submit a report.
- ~~i. Recommend that this position is shared by two people. See Addendum # 1 for Job Descriptions.~~

I. JAZZ BAND REPRESENTATIVE

- a. Shall be responsible for coordinating honor jazz band.
- b. Shall attend board meetings and submit a report.
- c. Shall be responsible for arranging for travel for jazz band guest conductor.
- d. Shall be responsible for arranging for meals for jazz band guest conductor.
- e. Shall be responsible for the ordering and preparing of honor jazz band music.
- f. Shall be responsible for updating jazz band audition materials.
- g. Shall be responsible for jazz band auditions.
- h. Shall serve as jazz band manager.

~~J. WEB TECHNICIAN~~

- ~~a. Shall be responsible for the maintenance of the NCBCDA website and appointed by the president.~~
- ~~b. Shall coordinate with the president and the secretary/treasurer regarding information to be placed on the web-site.~~
- ~~c. Shall attend all meetings of the NCBCDA board and all general meetings of the membership.~~
- ~~d. Shall prepare all online documents.~~
- ~~e. Shall handle all online financial coordination when necessary.~~