



Eastern Hillsborough Community Band Section Leader Guidelines

The Board shall combine or subdivide the instrument sections into an appropriate number of administrative sections. One or more section leaders shall head each section. 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 the bylaws or by the Board.

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

Public relations and retention of 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 desire for continued participation
- Make sure that each new member fills out the EHC B Release Form
- Have potential new members in your section fill out a potential member card.
- Greet and introduce potential members at rehearsal.
- Provide a list of players for each concert to the secretary and music director.

Attendance

- Check role within the section and file attendance reports with the secretary
- Contact section members who 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 policies and procedures regarding music folders and that these policies are consistently implemented within the section
- Implement a policy that will assure 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 potential new member cards from your section and give to secretary
- When a vacancy in the section occurs, inform the secretary. In conjunction with the music director, select individuals from the applicant pool according to EHC B Policies and Procedures.
- Contact the applicant and invite them to join EHC B
- Notify the secretary of any new members
- Notify secretary of any 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.

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 procedure

1. Give verbal complaint to section leader
2. Provide written note to section leader and board

Board will decide what further action may be necessary