



Job Description:

CBA Second Vice-President

From the CBA Constitution:

The Second Vice President will serve a two (2) year term. He/she will be elected biannually on even numbered years according to the provisions of the Constitution. The Second Vice President shall have the same qualifications as the President. The duties of the Second Vice President include: heading-up the committee to award the exemplary band awards including the distribution of those awards at the annual convention; serve as middle/elementary school liaison, specifically to address concerns and needs of middle/elementary school band directors; work with President-Elect to coordinate middle/elementary school sessions for the annual convention; work to pair directors new to teaching and/or new to Colorado with successful veteran teachers to help all our members be as successful as possible and coordinate exhibitors for the annual Summer Convention. The Second Vice President shall be available to help any of the CBA chairpersons. The Second Vice President also shall be available for any duties assigned by the President. In the event the Second Vice President is unable to serve the office, the President shall appoint a CBA member, not an officer, to fulfill the duties of the office until the end of the term.

If you are interested, or know someone that would be awesome in this position, please contact Scott Schlup, Immediate Past-President at sschlup@psdschools.org

For the good of the organization, we need people who have the time to attend all the required meetings and complete all the duties of the office. Please make sure your nominee is willing to meet these expectations.

From the CBA Operating Policies and Procedures:

Second Vice President Procedures

September

- Attend the CBA board meeting.
- Send out a letter to all the coordinators of band festivals in the state (marching, concert and jazz) which have been approved by the CBA as qualification festivals for the exemplary band award. The letter should instruct the coordinators to mail a full recap of their festival to the Second Vice President.

December

- Attend the December Board Meeting
- Work with the President Elect to develop ideas for exhibitors at the Annual Convention and determine Exhibit rates.

January

- Attend the CBA general meeting at CMEA.

February

- Contact the table rental place to reserve tables and table covers for anticipated exhibits, registration and other table needs for the convention (reserve 4 to 5 more than you anticipate needing)

March

- Publish Exemplary Band applications on CBA web site and send to Area Representatives for distribution to all members. All applications should be returned to the Second Vice President by June 1st.

April

- Attend the All-State band CBA board meeting and general meeting.
- Send previous exhibitors information about the summer convention and begin taking table/space reservations.
- Brainstorm other businesses that could be contacted and send them exhibit information.

May

- Re-contact exhibitors that you haven't heard back from and try to get a commitment

June

- Exemplary band award applications are due by June 1. Verify superior ratings with recap sheets received from CBA approved contest festival directors.
- Send out a letter to all directors whose bands have qualified for the Exemplary Band award. This letter should instruct the directors to:
 - Order their "main plaque" by sending in the appropriate fee OR
 - Check the appropriate box stating that the band already has a main plaque and does not need to order another one.
 - If the form is not returned with either option checked, a drop plate will not be presented at the convention. In its place, a CBA certificate will be presented.

July

- July 1 Call the trophy company with information for the engraving of main plaques and drop plates. Turn in all money collected for plaques to the treasurer.
- Attend Board and CBA General meetings at the Annual Convention
- **Two weeks before the convention.**
 - Contact the table rental place to confirm the event and change the number of tables needed. Give final delivery information (times, location and contact phone number)
 - Determine where each exhibitor will set-up, make signage.
 - Notify the Executive Secretary the number of lunch coupons needed for exhibitors
- **Wednesday of the convention**
 - Set up tables, meet exhibitors and have lunch coupons ready to give exhibitors
- **Thursday of the convention**
 - Make sure Exemplary Band awards are at the Hall of Fame Banquet
 - Present the Hall of Fame awards to member schools at the Hall of Fame Banquet
- **Friday of the convention**
 - After lunch help exhibitors clean up and tear down tables and table covers to be picked up by the rental company.