



Job Description:

## Area Representative

From the CBA Constitution:

Area Representatives are elected by CBA members residing within their respective Colorado Music Educators Association Districts and shall serve as Area Representative on the CBA Board of Directors (Small School representatives are elected by CBA members in 1A, 2A and 3A programs). As a member of the CBA Board of Directors, these people shall have the following duties: representing their Area members at all Board of Director meetings; keep the membership of their Area informed regarding development of CBA activities; cooperate with the CBA elected officers in the promotion and organization of district or regional festivals sponsored by CBA; maintain an accurate membership list of their Area members; encourage membership into CBA; initiate activities for area band directors and music students; In the event the Area Representative is unable to serve the office, the President shall appoint, with Board approval, a CBA member from the Area, not an officer, to fulfill the duties of this office until the end of the term.

From the CBA Operating Policies and Procedures:

### Area Representatives Procedures

#### August

- Check region for new directors and mail membership information.
- Coordinate information and email reminders and information about upcoming events to membership.
- Create and update membership email list.

#### September

- Attend CBA board meeting.
- Coordinate information and email reminders and information about upcoming events to membership (marching band contests, state concert band festival, leadership training events, All State Jazz audition dates, etc).
- Update membership email list with renewed or new members.

#### October

- Coordinate information and email reminders and information about upcoming events to membership.
- Update membership email list with renewed or new members.

#### November

- Attend CBA Board meeting.
- Contact region schools for items to bring up at the December board meeting. Send President any agenda items at least two weeks before the December meeting.
- Encourage schools who participated in CBA sanctioned marching events to consider applying for the Exemplary Band Award.
- Coordinate information and email reminders and information about upcoming events to membership.
- Update membership email list with renewed or new members.

## December

- Attend the December Board Meeting
- Contact region schools and get positive items to report at the General meeting at CMEA
- Coordinate information and email reminders and information about upcoming events to membership.
- Update membership email list with renewed or new members.

## January

- Prepare your report for the general meeting at CMEA
- Attend the CBA general meeting at CMEA.
- Assist the all-state jazz chairperson with all state jazz bands.
- Present and discuss with the Past President, a list of election candidates from your region.
- Solicit ideas for the summer convention and forward to President Elect.
- Coordinate information and email reminders and information about upcoming events to membership.

## February

- Coordinate information and email reminders and information about upcoming events to membership.

## March

- Contact region schools for items to bring up at the All-State board meeting, and positive things to report at the All-State general meeting. Send President any agenda items for the board meeting at least two weeks before the All-State meeting.
- Coordinate information and email reminders and information about upcoming events to membership.
- Update membership email list with renewed or new members.

## April

- Prepare your report for the general meeting at the Colorado All-State Band weekend
- Attend the All-State band CBA board meeting and general meeting.
- Assist regional members with Hall of Fame nominations and Exemplary Band Award
- Coordinate information and email reminders and information about upcoming events to membership.

## May

- Contact region schools for items to bring up at the Annual Convention board meeting, and positive things to report at the Annual Convention general meeting.
- Coordinate information and email reminders and information about upcoming events to membership.
- Encourage regional members to vote for Hall of Fame and board position by May 15.

## July

- Send President any agenda items for the board meeting at least two weeks before the Annual Convention.
- Prepare your report for the general meeting at the Annual Convention
- Attend Board and CBA General meetings at the Annual Convention

## Other (Timing depends on specific region)

- Remind your region of local honor band audition deadlines and events
- Consider hosting a CBA Region meeting in the fall to welcome new members and if possible, in conjunction with the Second Vice President, help to set up mentoring connections between our new teachers and veteran teachers
- Consider hosting a CBA Region meeting at any local honor band weekends
- Consider hosting a CBA University (pre-service) session at any local honor band weekends

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](mailto: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.

In even number years elections are for Metro, Northern and Small School Representatives

In odd number years elections are for Southern, Western and Central Mountain Representatives