



Colorado Bandmasters Association

Operating Policies and Procedures Handbook

Ratified by the Board Of Directors July 17,
2020 at the CBA Board Meeting at 11:30am
– Via Zoom Meeting

President Procedures

August

- Establish with the Immediate Past President and President Elect an Audit Committee of three (3) non-board members to complete an audit before the summer convention.
- Make sure the Operating Policies and Procedures Handbook is up-to-date and published on the website.
- Send a reminder for the September board meeting and tasks to be completed to all board members.

September

- Hold the first meeting of the new executive board.
- Check with the Colorado All-State Jazz Chairperson to see that the all-state jazz materials are in order and available to membership.
- Communicate with General Membership.
- Serve on Scholarship Committee (ran by Past-President)

October

- Assist with presentation of awards at State Marching Band Competitions as available
- Contact CMEA Instrumental Music Chair and make sure they are planning a meeting room for CMEA
- Contact CMEA Exhibit Chairperson and submit paperwork for a CMEA booth if applicable
- Communicate with General Membership.

November

- Send a reminder for the December board meeting and tasks to be completed to all board members.
- Communicate with General Membership.

December

- Hold the December board meeting
- Check on the All-State jazz progress.
- Finalize plans for CMEA General Membership Meeting
- Check on locations and times of CMEA meeting with Instrumental Music Chair and inform membership.

January

- Send a reminder for the general membership meeting and tasks to be completed to all board members.
- Host general meetings at CMEA.
- Assist the all-state jazz chairperson with all state jazz bands.

February

- Make any updates to the Operating Policies and Procedures
- Communicate with General Membership.

March

- Send a reminder for All-State board and general membership meetings and tasks to be completed to all board members.

- Check convention progress with President Elect.
- Communicate with General Membership.

April

- Announce elections and hall of fame to membership.
- Check with Concert Band Chairperson to begin planning for the state and regional concert bands for the next year.
- Host a board and a general meeting at the All State Band.
- Publish and announce dates for next year's meetings, all-state jazz band, regional and state concert band festivals, state marching band weekend.

May

- Help with the finalization of convention plans, the exemplary band awards, and Hall of Fame award.
- Begin budget process - collect budget proposals from all chairs that are able to complete and with Executive Secretary, begin to build the budget.
- Serve on Scholarship Committee (ran by Past-President)

June

- Check on the progress of the Audit to be presented to the membership at the general membership meeting at the annual convention.
- Announce and congratulate all new board members and see that all candidates are willing to serve.
- Announce and congratulate the new Hall of Fame member and make sure they know the details of the banquet (number of "free" meals (up to 4 complimentary meals), speech expectations, etc.)
- Determine who will introduce the Hall of Fame recipient and contact them to make sure they are prepared.
- Send a reminder for the convention meetings and tasks to be completed to all board members.
- Meet with the budget committee (President, Past President, President Elect, Executive Secretary, Chairperson of Marching Band Affairs and Chairperson of Concert Band Affairs) and create recommendation for approval by the board at the Annual Convention. Send the proposed budget to all board members two weeks before the Annual convention.
- In the second year, have the board update policies and procedures handbook. President should also update the Constitution. Policies and procedures ratified by CBA Board, Constitution ratified by General membership.

July

- Assist with set-up and clean-up of the annual convention.
- Announce all meetings at the general membership meeting at the annual convention.
- Preside at the Hall of Fame Banquet.
- Preside over the board meeting and general membership meeting at the CBA convention

President Elect Procedures

August

- Post Convention details on website.
- Check the website and make sure we have convention dates for the next five years available for members.
- Select site for Hall of Fame banquet and begin negotiations for meals and cash bar.

September

- Attend the CBA board meeting.
- Discuss with Chairperson of Concert Band Affairs and Chairperson of Marching Band ideas for future headliners and sessions relevant to their areas
- Contact future headliners and begin booking.

October

- Attend CBA functions if applicable (marching regionals).

November

- Prepare for CBA Board meetings in December.
- Discuss with First Vice President ideas for pre-service sessions for the Annual Convention.

December

- Attend the December Board Meeting
- Work with the Second Vice President to develop ideas for exhibitors at the Annual Convention and determine Exhibit rates.
- Prepare for the January CBA meeting at CMEA.

January

- Begin to look at the convention program. Get ideas from others at CBA meetings and CMEA.
- Attend the CBA general meeting at CMEA.
- Book hotel rooms for headliner presenters for convention.

February

- Begin to set up convention times and offerings.
- Contact site for Hall of Fame banquet and begin putting together the menu. Make sure the Executive Secretary knows the menu items so they can be included in the registration information.

March

- Contact presenters for convention and begin to put program together.
- Begin work for post convention social.
- Work with Executive Secretary to set up registration on website.
- Work with Golf tournament organizer to secure sponsors and location.
- Contact First Vice President about graduate credit for convention.

April

- Attend the All-State band CBA board meeting and general meeting.
- Send informational emails to membership about convention who, what, when, where.

May

- Send out all of the information on the convention along with pre-registration. Advertise multiple times to membership.
- Discuss with Small School Rep ideas for food for the summer convention and inform them of their budget

June

- Finalize the CBA convention.
- Send contract to the clinicians
- Print programs.
- Keep in touch with other board members that are helping with the convention- Food (Small school Rep), Exhibits (1st VP), Graduate credit (2nd VP).

July

- Preparations for the convention are completed. Last check on clinicians.
- Attend Board and CBA General meetings at the Annual Convention
- Send survey for feedback from convention.
- Prepare budget for the next years Annual Convention once all bills have been paid. Submit this budget to the Executive Secretary by September 1. On a President Elects second year of service, they should still complete the budget (as President) and submit in conjunction with the new President Elect so the new officer will know their budget to stay within and learn how to create the budget.

Immediate Past President Procedures

All Year

- Update Website and Calendar as new content is delivered to you. Keep website updated on regular basis, i.e. search and ask for content.

September

- Attend the CBA board meeting.
- Assist the president with check up procedures.
- Create Scholarship Committee (3 CBA Presidents [Elect, Present, Past] and 3 diverse members at large)

November

- November 1st, send out fall semester student teacher applications to membership and post online.

December

- Attend the December Board Meeting
- December 1st, collect all student teacher applications. Share with scholarship committee and determine scholarship recipient(s).

January

- Announce student teacher scholarship winner(s), invite them to the CMEA convention.
- Attend the CBA general meeting at CMEA.
- Make sure the CBA Scholarship certificates and checks are prepared and ready to distribute at the CMEA general meeting
- Present the CBA Scholarship Certificates and Checks to the award winners at the CMEA general meeting

April

- Attend the All-State band CBA board meeting and general meeting.
- April 1, send out spring semester applications for the student teacher scholarship to membership and post online
- Post information on J.L. Gerardi Scholarship on website with May 5 deadline for entry.

May

- Collect election and hall of fame nominations from May 1st to May 15th. Send Ballot to membership May 16th. Voting runs from May 16th to May 31st at 5pm.
- May 1st, collect all student teacher applications. Share with scholarship committee and determine scholarship recipient(s).
- Collect all J.L. Gerardi Scholarship applications and share with the scholarship committee
- Order Gavel for outgoing president if applicable.

June

- June 1st- Announce to general membership the election results.
- June 1st- Announce the recipient(s) of the spring student teacher scholarships.
- June 1st- Announce the J.L Gerardi Scholarship winner, contact them, invite them and 2 guests to the Hall of Fame banquet, and share winning essay with Jess Gerardi.
- Invite the CBA Scholarship recipient(s) to the Annual Convention and find out if they will be in attendance at the Hall of Fame Banquet to receive their award.

July

- July 1-Order the hall of fame plaque to be awarded at the convention.
- Attend Board and CBA General meetings at the Annual Convention
- Assist with set-up and clean-up of the annual convention.
- Thursday of the Annual Convention
 - Make sure the CBA Scholarship certificates and checks are prepared and ready to distribute at the Hall of Fame Banquet
 - Present the CBA Scholarship Certificates and Checks to the award winners at the banquet

First Vice President Procedures

August

- Email all participants that requested CBA Convention Certificates a .pdf of their certificate.

September

- Attend the CBA board meeting.
- Contact all College and University Directors of Bands and send them CBA University Membership brochures. Find out when their Honor Bands will be throughout the year (complete with audition requirements and deadlines). Find out if they are willing to host a CBA University meeting in conjunction with their event and what that session might look like.
- Add all honor band dates to the CBA website calendar.

October

- Contact all Area Representatives and distribute the Honor Band information acquired in September.
- Brainstorm with the area representative for any CBA University sessions.

November

- With the President Elect, determine how many convention slots exist for University (pre-service) sessions and brainstorm what to put in those slots.

December

- Attend the December Board Meeting

January

- Attend the CBA general meeting at CMEA.
- Acquire and complete all required paperwork with the approved University which will provide credit for the CBA summer convention.

March

- Create Annual Convention materials (sessions, dates, times, registration materials) and send to all College/University chapters and directors of bands for distribution.

April

- Attend the All-State band CBA board meeting and general meeting.

July

- Attend Board and CBA General meetings at the Annual Convention
- Serve as the University liaison at the Annual Convention.
- Help all University students feel welcome and help them if this is their first CBA convention.
- Collect all University credit paperwork complete final grades and submit to the appropriate University.

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.

Recording Secretary Procedures

September

- Attend the CBA board meeting.
- Complete minutes of the board meeting and distribute to all board members in attendance for corrections/changes. After all corrections have been made forward a .pdf of the minutes to the Past President for posting on the website.

December

- Attend the CBA board meeting.
- Complete minutes of the board meeting and distribute to all board members in attendance for corrections/changes. After all corrections have been made forward a .pdf of the minutes to the Past President for posting on the website.

January

- Attend the CBA general meeting at CMEA. Attend the CBA board meeting.
- Complete minutes of the board meeting and distribute to all board members in attendance for corrections/changes. After all corrections have been made forward a .pdf of the minutes to the Past President for posting on the website.
- Complete minutes of the general meeting and distribute to the three Presidents for corrections/changes. After all corrections have been made, forward a .pdf of the minutes to the Past President for posting on the website.

April

- Attend the All-State band CBA board meeting and general meeting.
- Complete minutes of the board meeting and distribute to all board members in attendance for corrections/changes. After all corrections have been made forward a .pdf of the minutes to the Past President for posting on the website.
- Complete minutes of the general meeting and distribute to the three Presidents for corrections/changes. After all corrections have been made, forward a .pdf of the minutes to the Past President for posting on the website.

June

- If this is your last year of service as Recording Secretary, prepare copies of all minutes of all meetings that occurred during your tenure and be prepared to forward copies of all minutes to the new Recording Secretary for accurate record-keeping.

July

- Attend Board and CBA General meetings at the Annual Convention
- Complete minutes of the board meeting and distribute to all board members in attendance for corrections/changes. After all corrections have been made forward a .pdf of the minutes to the Past President for posting on the website.
- Complete minutes of the general meeting and distribute to the three Presidents for corrections/changes. After all corrections have been made, forward a .pdf of the minutes to the Past President for posting on the website.

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

Small School Representative Procedures

August

- Send out a beginning of the year email introducing yourself and your role in CBA and solicit ideas/concerns to report at the September board meeting.

September

- Attend the CBA board meeting.

November

- Send out a email congratulating any small school accomplishments from the marching season and solicit ideas/concerns to report at the December board meeting.

December

- Attend the December Board Meeting

January

- Prepare your report for the general meeting at CMEA
- Attend the CBA general meeting at CMEA.
- Send out an email reporting relevant items from the December board meeting and solicit ideas/concerns and positive accomplishments to report at the CMEA general meeting.

March

- Send out an email soliciting ideas/concerns and positive accomplishments to report at the All-State general meeting.

April

- Prepare your report for the general meeting at All-State Band
- Attend the All-State band CBA board meeting and general meeting.

May

- Contact small school directors for items to bring up at the Annual Convention board meeting, and positive things to report at the Annual Convention general meeting.
- Discuss with President Elect ideas for food for the summer convention determine if you will be able to stay within the approved budget.
- Create a timeline for food at the convention.
- Create meal tickets and make sure that the executive secretary has these at least a week before the start of the convention.
- Enlist any help needed to set-up, monitor or clean up food at the convention.
- Find out from convention site what food storage and preparation resources exist

July

- Prepare your report for the general meeting at the Annual Convention
- Attend Board and CBA General meetings at the Annual Convention
- **Wednesday of the convention**
 - Set up food tables, and get as much ready for the Thursday morning convention breakfast as possible
- **Friday of the convention**
 - Clean up all food tables and take care of any leftovers.

Executive Secretary Procedures

The office of executive secretary is really two positions: Membership and Financial as described below.

Membership

- Maintain current membership lists and database for use in mailings, and for use of committee chairs. Be prepared to give out membership contact info as needed.
- Update membership form and make it available.
 - Send the President Elect and Past President for posting on the website as part of convention registration and general forms.
 - Work with each regional and CBA sanctioned marching band coordinator to make sure only active CBA members can participate in CBA events.
 - Coordinate with each event chair to make sure participating directors are members before registering for any CBA event
- For each completed membership form you receive, you must
 - Send back to them a confirmation email of their current membership status along with contact info for their regional representative.
 - Keep their completed form after you update them on the database.
 - Update contact information with regional representatives
- Update the membership directory and database with each new membership received or each renewal. Give the directory to the past president for posting on the website.

Financial

- Keep the checkbook and have an updated financial report to hand out at every meeting whether board or general meeting. Maintain necessary amounts in checking and savings account for bills, otherwise transfer into savings.
- Update the financial software to account for all deposits and expenditures. Track each transaction into the appropriate account (All State Jazz, Concert Band, membership, etc.) One of your primary responsibilities is to make sure that the expenditures are not over the budgeted amounts.
- Collect budget data from committee chairs and board officers following the conclusion of each activity. With the budget committee (President, President Elect, Past President, Chairperson of Marching Affairs and Chairperson of Concert Affairs), create an overall budget for approval at the Annual Convention board meeting.
- Always have voucher forms ready at each meeting. Be prepared to write checks for these.
- Prepare Income Tax report by April 15 unless an extension is submitted to the IRS. See "Legal Responsibilities" below.

Legal Responsibilities

(See the folder marked "CBA Legal Documents" for examples of the following forms)

- Each new Executive Secretary must file a change of address with the Secretary of State. Your address is the official address of the Association.
- A yearly report must be renewed with the Colorado Secretary of State. You will be notified via email that this is due. This report can be filed online at www.sos.state.co.us
- The fiscal year runs from August 1-July 31. The federal income tax report is due May 15th, although you can file an extension. You should hire a tax accountant to do this. You are also responsible for getting reports from the marching band chair as that account must also be included in our income tax report.

August

- Send all financial information regarding the Annual Convention to the President Elect (who organized the convention), and assist them (and the new President Elect if applicable) in developing a budget for the next year.
- Prepare a final financial report for the convention and send to the President-Elect.
- Have area reps send out a reminder regarding membership renewals, along with a membership form.
- Process membership renewals.
- Send out a current CBA membership directory.
- Get a list of participating directors in CBA Sanctioned Marching Band Festivals from the marching chair; verify membership status and contact those directors who are not current with membership dues.

(August Continued)

- Download the monthly statement from the US Bank website (General checking - 7331, Marching - 7349, Savings, MB Credit Card, MB Savings and CBA MB Credit Card), and save them in a file.
- Reconcile the General Checking and Savings accounts in QuickBooks.

September

- Attend the CBA board meeting.
- Have area reps send out a reminder regarding membership renewals, along with a membership form. The price increases after August 31.
- Keep the checkbook and have an updated financial report to hand out at every board or general meeting. Maintain necessary amounts in the checking account for bills; otherwise transfer into savings.
- Always have voucher forms ready at each meeting. Be prepared to write checks for these.
- The membership year goes from the first day of the Summer CBA Convention through the day before the start of the following years convention.
- Continue to receive membership renewals.
- Post the High School Regional Concert Band Festival application on the website.
- Track concert band deposits.
- Post the Middle School Concert band Festival application on the website. Verify membership status of participating directors.
- On September 15, prepare the state marching band championship discounted ticket pre-sale, and website.
- Post the All State Jazz audition fee on the website.
- Send out a current, paid-up CBA membership dues directory.
- Continue getting lists of participating directors in CBA sanctioned marching band festivals from the marching chair; verify membership status and contact those directors who are not current with membership dues.
- Download the monthly statement from the US Bank website (General checking - 7331, Marching - 7349, Savings, MB Credit Card, MB Savings and CBA MB Credit Card), and save them in a file.
- Reconcile the General Checking and Savings accounts in QuickBooks.

October

- Continue to process membership renewals.
- Prepare all pre-paid discounted state marching band admission tickets.
- Work in the ticket booth throughout the state championships, dispersing the pre-sale marching band show tickets.
- Be sure the Marching Chair determines which judges need to fill out a W9 form.
- Get a list of those who are helping with the state marching band festival; determine who needs to fill out a W9 form.
- Download the monthly statement from the US Bank website (General Checking – 7331, Marching – 7349, Savings, MB Credit Card, MB Savings, and CBA MB Credit Card), and save them in a file.
- Reconcile the general checking and savings accounts.
- Send out a revised, paid-up CBA membership dues directory.

November

- Continue to process membership renewals.
- Send all financial information regarding the current marching season to the Chairperson of Marching Affairs, and assist them in developing a budget for the next year.
- After Monday of State Championships week, remove the state marching band championship discounted ticket pre-sale from the ~~shopping cart/credit card~~ website.
- Track All State Jazz audition fees.
- Verify membership status of directors whose students auditioned for All State Jazz.
- Verify membership status of directors registered for concert band festivals.
- Write checks for All State Jazz reimbursement.
- After All State Jazz audition results are announced, remove the All State Jazz Audition fee off the website, and post the All State Jazz participation fee.
- Download the monthly statement from the US Bank website (General Checking – 7331, Marching – 7349, Savings, MB Credit Card, MB Savings, and CBA MB Credit Card), and save them in a file.
- Reconcile the general checking and savings accounts.
- Send out a revised, paid-up CBA membership dues directory.

December

- Attend the December Board Meeting
- Prepare a financial report for the board meeting.
- Write checks for All State Jazz audition expenses.
- Keep the checkbook and have an updated financial report to hand out at every board or general meeting. Maintain necessary amounts in the checking account for bills; otherwise transfer into savings.
- Always have voucher forms ready at each meeting. Be prepared to write checks for these.
- Write checks for state concert band airfare reimbursements.
- Track income for concert band & All State Jazz.
- Continue to process membership renewals.
- Remove the All State Jazz participation fee off the website on the designated date.
- Create a list of individuals who were paid over \$600 in the previous year. You need to get the same list from the marching chair and compare.
- Pull W9 forms for all individuals receiving over \$600.
- Request a list of all marching band judges and workers who are to receive a 1099-IRS form.
- Track All State Jazz participation fees.
- Transfer the marching chair's yearly stipend total from the marching checking to the general checking account.
- Send yearly stipend check to the marching chair.
- Download the monthly statement from the US Bank website (General Checking – 7331, Marching – 7349, Savings, MB Credit Card, MB Savings, and CBA MB Credit Card), and save them in a file.
- Reconcile the general checking and savings accounts.
- Send out a revised, paid-up CBA membership dues directory.

January

- Prepare a financial report for the general meeting at CMEA.
- Attend the CBA general meeting at CMEA.
- Create 1099's to be sent to the individuals; this information is also sent to the IRS.
- Prepare a list of Board Members and their stipends, along with all 1099's sent to CBA for the previous year, and send to our accountant.
- Collect W9 forms as needed from the All State Jazz clinicians.
- Write the All State Jazz clinician stipend checks, meal checks and the All State Jazz chair stipend check.
- Pay for the All State Jazz clinician room at the Broadmoor (CMEA pays for one clinician and CBA pays for the other)
- Pick up the All State Jazz programs at the printer (Print Smart, Tejon & Co., Downtown Colo. Spgs.) and pay for them.
- Write checks for the state concert band airfare reimbursements.
- Pay the Director's Insurance yearly renewal.
- Keep the checkbook and have an updated financial report to hand out at every board or general meeting. Maintain necessary amounts in the checking account for bills; otherwise transfer into savings.
- Always have voucher forms ready at each meeting. Be prepared to write checks for these.
- Pay for the President's room at CMEA.
- Track income for concert band.
- Download the monthly statement from the US Bank website (General Checking – 7331, Marching – 7349, Savings, MB Credit Card, MB Savings, and CBA MB Credit Card), and save them in a file.
- Reconcile the general checking and savings accounts.
- Send out a revised, paid-up CBA membership dues directory.

February

- Send all financial information regarding All State Jazz to the Colorado All State Jazz Chairperson, and assist them in developing a budget for the next year.
- Continue processing middle school concert band entry forms and checks; verify membership status, etc.
- Write checks for regional concert band festival (pay clinicians & judges salaries, awards, hotel expenses, site host checks, regional concert band chair stipend, etc.).

(February Continued)

- Download the monthly statement from the US Bank website (General Checking – 7331, Marching – 7349, Savings, MB Credit Card, MB Savings, and CBA MB Credit Card), and save them in a file.
- Reconcile the general checking and savings accounts.

March

- Work with President Elect to set up registration on website.
- Remove the High School Regional Concert Band Festival Regional application from the website.
- Collect W9 forms as needed from regional concert band judges/clinicians.
- Post the High School State Concert Band Festival fee on the website.
- Track High School State Concert Band Festival State Income.
- Download the monthly statement from the US Bank website (General Checking – 7331, Marching – 7349, Savings, MB Credit Card, MB Savings, and CBA MB Credit Card), and save them in a file.
- Reconcile the general checking and savings accounts.
- Send out a revised, paid-up CBA membership dues directory.

April

- Prepare a financial report for the general meeting at All State Band.
- Attend the All-State band CBA board meeting and general meeting.
- Keep the checkbook and have an updated financial report to hand out at every board or general meeting. Maintain necessary amounts in checking account for bills; otherwise transfer into savings.
- Always have voucher forms ready at each meeting. Be prepared to write checks for these.
- Continue tracking the High School State Concert Band Festival Income.
- Write checks for the Middle School Concert band festivals (also collect W9 forms).
- Remove the Middle School Concert Band Festival application from the shopping cart/credit card website.
- Write checks for the State Concert Band Festival (judges salaries, hotel, recording fees, site rental fees, state concert band chair stipend, etc).
- Remove the High School State Concert Band Festival fee from the shopping cart/credit card website.
- Collect W9 forms as needed from state concert band judges/clinicians.
- Keep the checkbook and have an updated financial report to hand out at every board or general meeting. Maintain necessary amounts in the checking account for bills; otherwise transfer into savings.
- Download the monthly statement from the US Bank website (General Checking – 7331, Marching – 7349, Savings, MB Credit Card, MB Savings, and CBA MB Credit Card), and save them in a file.
- Reconcile the general checking and savings accounts.
- Send out a revised, paid-up CBA membership dues directory.

May

- Send all financial information regarding concert band expenses to the Chairperson of Concert Band Affairs, and assist them in developing a budget for the next year.
- Verify that income taxes have been filed by the accountant with the IRS by May 15th.
- Work with the President Elect to post the convention, exhibitor and golf tournament fees.
- Review all changes to be made on the convention registration form with the President-Elect (Convention fee/Dues).
- Update membership form in preparation for the summer convention. Have the convention chair post the form on the website as part of the convention registration.
- Post the Convention Registration, Exhibitor Registration, Golf Registration and new membership year application on the website.
- Pay the website annual maintenance fee and the Commercial Insurance yearly renewal.
- Download the monthly statement from the US Bank website (General Checking – 7331, Marching – 7349, Savings, MB Credit Card, MB Savings, and CBA MB Credit Card), and save them in a file.
- Reconcile the general checking and savings accounts.
- Send out a revised, paid-up CBA membership dues directory.

June

- Send all financial information regarding operating expenses to the President, and assist them in developing a budget for the next year.
- Send all financial information regarding scholarships and Hall of Fame expenses to the Past President, and assist them in developing a budget for the next year.
- Meet with the budget committee (President, Past President, President Elect, Executive Secretary, Chairperson of Marching Band Affairs and Chairperson of Concert Band Affairs) and create recommendation for approval by the board at the Annual Convention. Send the proposed budget to all board members two weeks before the Annual convention.
- Make sure the area reps send out the convention registration and membership renewal forms (Past-President posts on the website).
- Process membership renewals, new membership forms, and convention registrations.
- Track membership info.
- Send out a revised CBA membership dues directory.
- Work with the golf tournament chair on golf income/expenses.
- Work with the Past President to verify that the HOF plaque and Past Presidents' gavel have been ordered.
- Be sure the President's jacket has been ordered.
- Download the monthly statement from the US Bank website (General Checking – 7331, Marching – 7349, Savings, MB Credit Card, MB Savings, and CBA MB Credit Card), and save them in a file.
- Reconcile the general checking and savings accounts.
- Send out a revised, paid-up CBA membership dues directory.

July

- Prepare a financial report for the general meeting at the convention.
- Attend Board and CBA General meetings at the Annual Convention
- Prepare and print forms that include the convention and dues receipt, name badge, etc...
- Enter membership info into the directory, membership database, and convention spread sheet. For each completed membership form you receive you must: Send back a confirmation email of their current membership status, along with contact info for their regional representative; Keep their completed form after you update each member on the data base; and Update contact information with the regional representatives.
- Update the membership directory and database with each new membership received, or each renewal.
- Prepare all pre-registration materials (Registration forms for pre-registered members and badge holders).
- Send membership dues receipts as you receive their checks/credit card payments. Also send a cc to their area rep.
- Purchase supplies for the convention and pay bills for the golf tournament.
- Collect W9 forms and write checks for the convention clinicians.
- Keep the checkbook and have an updated financial report to hand out at every Board or general meeting. Maintain necessary amounts in the checking account for bills; otherwise transfer into savings.
- Always have voucher forms ready at each meeting. Be prepared to write checks for these.
- Pay bills for the convention.
- Work the registration table at the convention (four people needed for the first day; two the second).
- Track Hall of Fame banquet reservations (4 comps); Pay for the banquet and exemplary band awards.
- Remove the Convention Registration, Exhibitor Registration and Golf Registration from the website.
- Write a press release about the Hall of Fame honoree for the local newspaper, superintendent of schools, and school board president.
- Post the marching band state applications/fee payments on the shopping cart/credit card website.
- Keep the checkbook and have an updated financial report to hand out at every board or general meeting. Maintain necessary amounts in the checking account for bills; otherwise transfer into savings.
- Download the monthly statement from the US Bank website (General Checking – 7331, Marching – 7349, Savings, MB Credit Card, MB Savings, and CBA MB Credit Card), and save them in a file.
- Reconcile the general checking and savings accounts.
- Send out a revised, paid-up CBA membership dues directory

Chairperson of Marching Band Affairs Procedures

This section is developed by the current Chairperson of Marching Band Affairs in conjunction with the Marching Band Committee.

January

- Prepare your report for the general meeting at CMEA
- Attend the CBA general meeting at CMEA.
- Contact all CBA Sanctioned contest hosts and develop the marching schedule
- Obtain enrollment figures from CDE and create/publish classification lists
- Finalize State judges with CBA Chief Judge
- Update marching website with schedule
- Meet with CBA sanctioned hosts to review last year

March

- Obtain Mountain West football schedule to determine and publish dates for 4A/5A State Championships
- Begin contractual procedures for all State Championship stadium venues
- Book hotels for CBA State staff and judges
- Contact CBA State staff re State dates
- Meet with stadium officials at State venues

April

- Obtain all petitions for classification changes and submit to marching committee for review
- Post State application form, copyright report on website
- Prepare your report for the general meeting at All-State Band
- Attend the All-State band CBA board meeting and general meeting.

May

- Contact State judges to book airfare
- Coordinate judge assignments with CBA Chief Judge
- Process copyright reports
- Process State Championship applications
- Set date/location for director/judge training

June

- Process copyright reports
- Process State Championship applications

July

- Prepare your report for the general meeting at the Annual Convention
- Attend Board and CBA General meetings at the Annual Convention
- Process copyright reports
- Process State Championship applications
- Order director/band staff/judge/CBA staff passes
- Order laminating materials as needed
- Send out director/staff forms
- Order wristbands

August

- Process copyright reports
- Process State Championship applications
- Host director/judge training session
- Distribute judge passes
- Post updated judge forms on website
- Order banners
- Meet with T&P judges to discuss rule changes, assignments and procedures

September

- Attend the CBA board meeting.
- Discuss with President Elect ideas for future headliners and sessions relevant to the marching arts
- Order trophies
- Mail director/staff passes
- Meet with stadium officials
- Update website
- Host training session for “Greeters”
- Attend various marching contests
- Send rooming lists to State hotels
- Coordinate State workers assignments with operations chief
- Order State Championship tickets
- Create recorders schedule
- Order golf carts
- Order portable lighting
- Order porta-potties
- Order internet hotspots

October

- Update website
- Order Cashbox money
- Purchase supplies, food, snacks, equipment
- Print T&P sheets
- Host State Championships
- Coordinate judge travel
- Coordinate State workers orientation with operations chief
- Email all Booster organizations with State Championship info
- Collect truck/driver info for security purposes
- Coordinate with photographer

November

- Pay bills
- Pay CBA State Championship staff
- Prepare all reports for Marching Committee meeting
- Obtain feedback from Staff, directors, parents, stadium staff, etc.

December

- Attend the December Board Meeting
- Host the Marching Committee meeting
- Publish Rule changes
- Publish Marching Committee minutes

Chairperson of Concert Band Affairs Procedures, Middle School, Regional, and State Concert Band Chairpersons

This section is a work in progress and contains items for the current middle school, regional and state concert band festival chairs and the newly created Concert Band Committee.

September

- Attend the CBA board meeting.
- Discuss with the President Elect ideas for future headliners and sessions relevant to middle and high school concert bands
- Contact possible host schools for middle school and regional concert band festivals

October

- Confirm middle school and regional sites and dates
- Make CBA festival handout to include all regional and state sights and dates.

December

- Attend the December Board Meeting

January

- Prepare your report for the general meeting at CMEA
- Attend the CBA general meeting at CMEA.
- Handouts at CMEA
- Send email reminder to judges to purchase their airline ticket
- Contract recording engineer for the State concert band festival

February

- Get Judges Biographies
- Contact motels/hotels to reserve rooms for State adjudicators and Committee
- Reimburse State adjudicators for airline tickets

March

- Get email addresses for all going to State
- Send 1st letter to participants
- Send 1st letter to adjudicators
- Email regional qualifiers performance times at State
- Email regional qualifiers State Festival procedures
- Communicate with CSU as to needs of the State festival
- Contact list of helpers needed for the State festival
- Order parking passes for State Festival
- Confirm percussion equipment available at CSU

April

- Get State program information from Directors
- Print programs
- Send program information to adjudicators
- Send performance information to State Participants
- Confirm airport pickup times for State adjudicators
- Confirm staff to pickup State adjudicators
- Send drop-off and parking information to State Directors along with CSU Flow Chart
- Do walk-through at CSU to make sure everything is set-up correctly
- Get parking passes for helpers
- Make dinner reservations for everyone on 1st evening of State Festival
- Make sure recording equipment for State festival is in place
- Make sure we have recording devices for State adjudicators
- Get supplies (batteries, pads, snacks, etc.) for State festival
- Put results of State Festival on CBA website
- Send treasurer complete list of all State expenses
- Attend the All-State band CBA board meeting and general meeting.

May

- Start contacting adjudicators for following year State concert band festival

June

- Send out contracts to State adjudicators

July

- Attend Board and CBA General meetings at the Annual Convention
- Put State adjudicators bios on the website

Colorado All-State Jazz Chairperson

August

- Notify membership of due dates and material for the All-State Auditions. Remind membership that they have to be a member in order to submit their students for consideration. Contact clinicians. Thank them for their involvement again and remind them about concert music to select for bands (due in October) and clinic topic. Send them the program from their band the previous year to selections as grade-level ideas.

September

- Attend the CBA board meeting.
- Check with the CMEA on Broadmoor rooms and times for the concert.
- Contact judges to listen to auditions

October

- Make reservations for hotel rooms and any other travel arrangements for clinicians.
- Remind membership of due dates.
- Get concert titles and publishers of music from clinicians, order music with sponsor.

November

- Receive auditions and coordinate audition listening with the judges.
- Coordinate with the executive secretary to make sure submissions are from directors who are members and all auditions are paid for.
- Ask clinicians for a bio and school/company advertisement 8.5x11 jpeg for program
- Scan music for Students

December

- Attend the December Board Meeting
- Publish audition results and send out information forms to students and directors.
- Student confirmation must be back by specified date and include the original confirmation letter, medical form and payment for the student to participate.
- Create program for All-State Jazz concert at CMEA. Get a list of tunes and a biography from the clinicians. Get a jpeg advertisement for the company providing equipment/music and the clinician's organization or university. Get a jpeg advertisement from the President for CBA promotion.
- Follow through on fee and registration of all state members.
- Contact CMEA equipment manager about rehearsal stands and vibes. Contact sponsor(s) about rehearsal/concert equipment.
- Email music to confirmed students, directors, parents.

January

- Prepare your report for the general meeting at CMEA
- Attend the CBA general meeting at CMEA.
- Notify any alternates if they are needed to fill spots in the bands as soon as possible. Talk with the president of CMEA, Broadmoor, and the clinicians.
- Get to the Broadmoor on Wednesday afternoon and set up the rooms. Take care of the clinicians. Introduce yourself at the first rehearsals. Arrange the stage set up for the concert ask membership for help in set-up and tear-down for the concert.
- Send program to printer. Continue communication to finalize program.
- Confirm with CMEA equipment manager and sponsor(s) of any rehearsal/concert equipment needed. Confirm with printer about finished programs.
- CBA Executive Secretary picks up programs from printer on Friday of CMEA.

February

- Prepare budget for the next years All State Jazz once all bills have been paid.
- Ask the board or membership for suggestions for clinicians and clear up any problems that may have happened at the last CMEA convention.
- Begin gathering the audition materials for next year, unless already on CBA website.
- Delete last year's student auditions from each school's Dropbox account

March

- Update audition procedures and forms.
- Begin compiling list of possible clinicians for next year's All-State Jazz Band.

April

- Prepare your report for the general meeting at All-State Band
- Attend the All-State band CBA board meeting and general meeting.
- Begin to contact and contract clinicians for next year's All-State Jazz Band.
- Complete the updated tryout procedure form and all audition music for next year.
- Announce at the All-State Band weekend meeting that next year's audition etudes are available for download from the CBA website, clinicians and next year's audition information forms will be available by the end of this school year.

May

- Early May: clinicians should be contracted, plane tickets (if appropriate) are purchased.
- Make sure the audition material and forms are uploaded to the CBA website.
- Announce to membership through email and the CBA website that clinicians and audition information is available.

June

- Tell clinicians about their timeline: music should be selected by end of October, they will get communication emails for selected students and directors in December to discuss any relevant things about All-State rehearsals

July

- Prepare your report for the general meeting at the Annual Convention
- Attend the Board and General membership meetings at the CBA convention and remind everyone about the All-State Auditions.

Procedures for listening of Auditions:

1. All recordings will be uploaded in Dropbox (CBA marching account) to the student's school folder.
2. Download all recordings to a local computer.
3. Rename all recordings according to the Master Director Form.
4. Upload separate instrument recordings into judges folders in Dropbox.
5. Through Dropbox, share recordings with judges to evaluate.
6. Receive and arrange results.
7. Publish on the CBA website and through email distribution
8. Send notification to members of the All-State Jazz Band with medical forms, acceptance forms, information forms, a rehearsal schedule and music if applicable.
9. Receive fees and forms from students - finalize roster.
10. Continue to communicate with students until CMEA.

CBA Policy On Electronic Mail (Originally approved September, 2011)

Rationale

The Colorado Bandmasters Association Board of Directors recognizes that access to e-mail enhances and encourages effective communications. It is also aware that misuse of email can be detrimental to the business conducted by the Colorado Bandmasters Association and it is therefore necessary that all users of CBA related email be aware of what is deemed acceptable use and what is not.

Expectations

1. Important official communications are often delivered via email. As a result, Board Members of CBA are expected to check their email as often as possible in a consistent and timely manner so that they are aware of important announcements and updates, as well as for fulfilling business and role-oriented tasks.
2. As a member of any CBA mailing list, members must be aware of how to remove himself or herself from the list, and is responsible for doing so in the event that their current email address changes.
3. CBA email users are expected to comply with normal standards of professional and personal courtesy and conduct.
4. Any electronic mail distributed as part of CBA business will make reference to CBA in the 'Subject' line of the e-mail.

Appropriate Use

CBA Members are to use email to further the goals and objectives of CBA. The type of activity would include but is not limited to:

1. Communicating with other members, fellow band directors, education and association partners of CBA, and clients within the context of an individual's assigned responsibilities.
2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
3. Participation in CBA related activities.
4. The promotion of The Colorado Bandmasters Association mission statement. This may include, but is not limited to, educational opportunities for students from colleges or universities or announcements about other music education activities not sanctioned by CBA.

Inappropriate Use

E-mail systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems (large files). CBA related email use will comply with all applicable laws, all CBA Board policies and procedures, and all members' school district policies.

The types of activities deemed inappropriate use of CBA email and services includes, but not limited to, are:

1. Use of email for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, fundraising, soliciting for illegal pyramid schemes, and computer tampering (e.g. deliberate spreading of computer viruses).
2. Personal use of CBA email lists for unsolicited mass mailings, non-CBA commercial activity, political campaigning, dissemination of chain letters, and use by non-members.
3. Use of email lists for private business activities, amusement/entertainment purposes, or charitable endeavors unless expressly approved by The CBA Board of Directors.

Reporting Misuse

Any allegations of misuse should be promptly reported to the CBA Board of Directors. If an offensive email is received this message should not be forwarded, deleted, nor should the message be replied to. Instead report it directly to the CBA Board. Offensive emails would include receipt of messages that may be construed to be in violation of the law. They would not include messages received that advertise products or that promote a company's services (as approved by the CBA Board for distribution); these types of messages can be deleted without contacting the CBA Board.

Confidentiality

1. Any emails sent to a list should be Blind Carbon Copied (BCC) to the list.
2. Extreme caution is to be used when communicating confidential or sensitive information via email. A good rule is to not communicate anything that the author wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence.

Officers/Chairpersons of the CBA Board of Directors and Business Affiliations (Originally approved November 19, 2010)

The CBA seeks participation on its board and on committees from those interested in serving the organization by giving of their time and expertise to help carry out the Mission Statement. Persons with business interests and/or business affiliations are not prohibited from serving on the board or as committee chairpersons as long as they meet the requirements as outlined in the CBA bylaws. However, Board members and committee chairpersons are prohibited from using their CBA position to further business interests in accordance with the guidelines listed below. Board and committee members who are also potential vendors must submit a bid for services. Nonaffiliated members of the board will make decisions and award bids.

CBA Board and Committee members with business interests and/or affiliations are prohibited from engaging in the following activities and practices:

1. Using CBA mailing lists, email lists, or databases
2. Affiliating business interests with official CBA postings, notifications, emails, or CBA meetings.
3. Wearing or displaying of shirts, jackets, placards, postcards, business cards, or additional items that promote business during CBA meetings or while doing official CBA business, except when working a booth paid for by the business during the convention.
4. Promoting him/herself as being a CBA Board Member or Committee Chairperson while doing business.

Colorado Bandmasters Association Stipend Schedule

Marching Band Stipend Schedule available from the Marching Chairperson

Position/Job	Stipend	Responsibilities/Duties
All State Jazz: Chairman	\$1,000.00	Coordination/Auditions/Administration
All State Jazz: Clinician	\$900.00	Directing/Clinician
Convention: 1 st Headliner	\$1,500.00 (includes travel)	Convention Clinician
Convention: 2 nd Headliner	\$700.00	Convention Clinician
Convention: Marching Headliner	\$1,000.00	Convention Clinician
Convention: Reading Session Clinician	\$200.00	Reading Session Convention Clinician
Convention: Site Program Cost	\$2,000.00	Facilities/Coordination/Equipment
Executive Secretary	\$9,000.00	Treasury/Convention/Admin/Taxes/Budget
Concert Band: Middle School Festival Chairman	\$1500.00	Coordination/Scheduling/Awards
Concert Band: Middle School Judge	\$325.00	Adjudication/Clinics
Concert Band: Middle School Recording Engineer	\$1,200.00	Digital Recording
Concert Band: Middle School Site Honorarium	\$450.00	Facilities/Coordination/Percussion Equipment
Concert Band: Regional Festival Coordinator	\$4,000.00	Coordination/Scheduling/Awards
Concert Band: Regional Festival Judge/Clinician	\$2,000.00	Adjudication/Clinics
Concert Band: Recording Engineer	\$2,800.00	Digital Recording
Concert Band: Regional Site Honorarium	\$400.00	Facilities/Coordination/Percussion Equipment
Concert Band: State Chairman	\$1,200.00	Coordination/Scheduling/Awards
Concert Band: State Judge/Clinician	\$1,050.00	Adjudication/Clinics
Concert Band: State Recording Engineer	\$750.00	Digital Recording
Concert Band: State Facilities Program Cost	\$2,600.00	Facilities/Coordination/Perc. Equipment