Georgia Perimeter College
Community Wind Ensemble

Advisory Board of Directors

1. GPCCWE Advisory Board of Directors:
   a. The Advisory Board of Directors shall consist of five members including: the Conductor (Music Director), the President, the Vice-President, the Personnel Director, and Public Relations Director.

2. Responsibilities of the Board:
   a. The Advisory Board of Directors shall have the authority to commit the band to performance obligations and other activities, engage independent contractors and establish their duties.
   b. The Advisory Board of Directors shall determine and publish the Operating Procedures and other policies of the band, to assist in implementing the Constitution, Bylaws, and actions of the Board.
   c. The Advisory Board shall provide assistance to the Conductor in matters of publicity, advertisement, recruitment, scheduling, venue search, and others as well as to assure the full compliance with the policies and procedures established by Georgia Perimeter College.

3. Conductor:
   a. Conductor is a GPC non-elective full-time employee, assigned to the GPCCWE by the Fine Arts Department Chair.
   b. All decisions on responsibilities, duties, job description, and specific assignments of the Conductor are made solely by the department chair.
   c. Among the conductor’s responsibilities: overseeing the GPCWE program as a whole; checking-in and -out music instruments (property of the GPC), rehearsing, assigning GPCCWE members and current GPC students specific chairs within sections, auditioning, communicating with the college’s administration and management; assisting GPCCWE advisory board members in various tasks such as scheduling, promoting, recruiting; maintaining the library; signing all GPCCWE official documents, etc.
   d. The Conductor is the direct Advisory Board’s supervisor who oversees and directs its work and reports all necessary matters to the GPC Fine Arts Department Chair.
4. **President:**

- The President of the Advisory Board of Directors shall preside at all the meetings of the board and the general membership and decide on all questions of order, enforce the Bylaws and Operating Procedures of the band, sign all necessary non-official documents on behalf of the band, and be a representative (spokesman) of the GPC Community Wind Ensemble as a group at large. The president shall vote only to decide questions where the Advisory Board of Directors or the general membership shall be evenly divided. The president also may delegate whatever authority he or she may deem advisable.

5. **Vice-President:**

- The Vice-President would perform the duties of the board president in the event of the president’s temporary absence. The Vice-President should be flexible in assisting other board members with their responsibilities. Also this position requires serving as liaison in accommodating and coordinating of complex projects involving efforts of many.

6. **Personnel Director:**

- The Director of Personnel shall maintain the membership roster, waiting list of prospective members, and attendance records; advertise and coordinate the audition process to fill open chairs if needed; research possibilities to recruit; maintain correspondence with the Conductor about GPCCWE members’ attendance status; inform current and new WE members about any changes in attendance policy; and shall make recommendations to the Conductor regarding probationary status or dismissal of members. With the new GPCCWE members the Personnel Director shall provide a copy of the attendance policy and briefly go over it with them to make sure they fully understand it.

- The Director of Personnel may appoint an assistant director of personnel from within the members-at-large on the Advisory Board of Directors, to assist with his/her duties. All records maintained by the Personnel Director concerning membership, contact information, and other sensitive data of the personnel should remain confidential. The sharing of this data must be between the board members only with the approval of the members. All previous personnel directors are to give all their records to the new personnel director and they shall destroy any copies of sensitive personal information of GPCCWE members. The selling, distributing and sharing of the members’ personal contact information is prohibited.

7. **Public Relations Director:**

- The Director of Public Relations shall coordinate and ensure the timely promotion and publicity of the band’s activities. Other responsibilities of the director of public relations should include: assisting in maintaining ensemble’s website; creating, designing, and implementing promotional matters in cooperation with other board
members (refer to Vice-President’s position as liaison); invent and research new novel ways to promote, recruit, and advertise the GPCWE throughout the community and outside. Establish and maintain contact with vendors, publishing companies, web sites, local newspapers to publicize the group.

8. Secretary:

✓ The Secretary shall keep minutes of all meetings of the Advisory Board of Directors and all other permanent records of the band. The secretary may help the Conductor to maintain and update a complete chronologically organized archive of all board and committee documents, programs, recordings, and other pertinent materials for the current season. At the conclusion of each season, the secretary is responsible for ensuring that the above records are submitted to the Conductor for archiving. The secretary shall also be responsible for ensuring timely and effective communications of minutes and any other announcements from the Advisory Board of Directors to the band members.

9. Librarian:

✓ The Librarian shall be responsible for assisting the conductor in cataloging and boxing the band’s music library; transporting and distributing of the band’s music at all rehearsals and concerts; collecting, sorting, and delivering of all music parts to the library from which they were received, assisting to GPCCWE members in finding and multiplying needed parts.

10. Concertmasters of Woodwinds, Brass, and Percussion instruments:

✓ Concertmasters are section leaders of the groups they represent: brass, woodwinds, and percussion.
✓ Concertmasters shall assist their entrusted instrumentalists in every aspect of the performances, attendance, dress code, and other procedures.
✓ Concertmasters of the GPC/Community Wind Ensemble should encourage and support close communication with all members of their sections: to resolve their personal matters with attendance, illnesses, job conflicts, etc.; to inform them about attendance procedures; to help them with understanding the current music selections (including difficulties with rhythm, dynamics, articulation, phrasing, certain performing techniques, and fingering); to encourage the spirit of cooperation within their entrusted groups.
✓ Concertmasters shall encourage maintaining of communication (email, phone) with their section members especially in case of emergency and unanticipated conflicts.