

JACB Executive Board Member Job Descriptions

The President shall:

1. Preside at Board meetings;
2. Appoint committees as needed;
3. Direct and supervise the general course of business of the Band as its Executive officer, including ensuring all additional Board member duties are performed as needed;
4. Sign or execute on behalf of the Band all deeds, titles, agreements, contracts, notes, bills of exchange and other written documents which may require the signature of the Band;
5. Coordinate band member recruiting efforts;
6. Have the authority to sign checks;
7. Schedule annual review of bylaws and job descriptions;
8. Conduct annual elections of Executive Board members;
9. Notify current, past, and prospective members of the start of each season and provide schedules of rehearsals, concerts, and Executive Board meetings;
10. Notify current members of any changes in the rehearsal or concert schedule;
11. Perform other requests made by the Executive Board.

The Vice President shall:

1. Attend all Executive Board meetings;
2. Assist the President in the performance of duties as needed;
3. Serve in absence of President;
4. Assist in recruiting new band members;
5. Respond to prospective member inquiries with a letter of invitation and current schedule;
6. Prepare or maintain a form letter of invitation for prospective members with general band information.

The Secretary shall:

1. Attend all Executive Board meetings;
2. Record and distribute minutes of Board meetings to Board members;
3. Maintain a historical record of Board minutes;
4. Maintain a historical record of performances and music performed;
5. Prepare and distribute to the Executive Board a concert calendar with confirmed venues, dates, and times;
6. Maintain a list of current, past, and prospective members;
7. Assist in recruiting by contacting or providing for contacting past and prospective members;
8. In consultation with the President, prepare and distribute meeting agenda to Board members prior to meetings;
9. Maintain official copies of operational documents such as articles of incorporation, by-laws, grant awards, etc.;

10. Handle correspondence other than that included in other Board Members' duties;
11. Handle Post Office duties;
12. Prepare the concert program;
13. Act as liaison to the American Association of Concert Bands (AACB).

The Treasurer shall:

1. Attend all Executive Board meetings;
2. Assist in recruiting new band members;
3. Maintain checking account and draft checks as needed within budget constraints;
4. Prepare and provide printed bank account reports on a regular basis for Board meetings;
5. Maintain 501(c)3 and non-profit status;
6. Prepare and file required tax forms and maintain insurance as needed;
7. Have the authority to sign checks.

The Band Conductor (s) shall:

1. Attend all Executive Board meetings;
2. Choose the repertoire for each concert;
3. Coordinate with the treasurer to make music purchases as necessary;
4. Conduct band rehearsals as scheduled;
5. Ensure the band (s) are prepared for concert performance;
6. Assist in recruiting new band members.

The Band Representatives shall:

1. Attend all Executive Board meetings;
2. Assist in recruiting new band members;
3. Represent the interests of the band members to the Executive Board.

JACB Additional Job Descriptions and Duties

The Concert Manager shall:

1. Confirm concert and rehearsal arrangements with venues; Note: The Concert Manager does not have sole scheduling responsibility. The Executive Board as a whole will suggest and discuss concert possibilities;
2. Verify concert details such as dates, times, locations, special requests, ancillary activities (craft shows, speakers, tree lighting, etc.), and amenities which will be provided such as stands, chairs, PA equipment;
3. Serve as the JACB contact person to the venue for changes;
4. Coordinate with Equipment Manager to ensure that required equipment is available at the performance venue;

5. Coordinate with Publicity and Communications Coordinators regarding changes in previously announced schedules or details.

The Equipment Manager shall:

1. Ensure all percussion equipment and other non-personal band equipment is adequately maintained;
2. Ensure all percussion equipment and other non-personal band equipment is transported safely to/from concert venues;
3. Coordinate with conductors and treasurer to purchase equipment as necessary.

The Music Librarian shall:

1. Coordinate with the conductor (s) at the beginning of each season to pull the concert repertoire from the library;
2. Catalog and maintain the JACB music library;
3. File and add new music to the library and catalog as received;
4. Ensure enough music folders are available for band personnel, coordinating with treasurer to order more folders as necessary;
5. Fill the music folders with the season's music prior to the first rehearsal each season;
6. Empty the music folders at the end of each season and file the music in the library.

The Publicity Coordinator shall:

1. Prepare and maintain press releases, flyers, posters, and notices for each performance;
2. Prepare, maintain and print JACB brochures as necessary;
3. Coordinate with Communications Coordinator to ensure Social Media and Website pages are updated;
4. Coordinate with local contacts to promote performances, including, but not limited to, newspapers, magazines, radio, television, and the Jackson Arts Council.

The Recruitment Coordinator shall:

1. Lead all recruiting activities of the band (s)
2. Coordinate with the conductor and other Executive Board members regarding band personnel or instrumentation requirements;
3. Prepare position announcements for local educational institutions, social media, website, Craig's list or any other possible recruiting avenues;
4. Collect and disseminate resumes or other documentation as it is received;
5. Ensure all prospective members' questions are answered and that they have all the information they need to make a decision.

The Communications Coordinator shall:

1. Maintain the JACB social media presence and website;
2. Coordinate with the Executive Board and the service providers to ensure continuity of service;
3. Keep social media up to date with announcements and all required rehearsal and concert information.

The Development Coordinator shall:

1. Research sources of external funding such as Arts Grants at the local and state level;
2. Prepare and submit grant applications;
3. Assist the Treasurer in tracking the spending of any grant funds received and report back to the granting agency as required.

The Historian/Archivist shall:

1. Coordinate with the Secretary to maintain a historical record of Board minutes;
2. Maintain a historical record of performances and music performed;
3. Prepare and maintain the presentation boards placed in the lobby of each concert venue.

The Section Leaders shall:

1. Coordinate with the JACB Secretary to maintain a roster of their respective section members, including contact information;
2. Ensure their respective sections are adequately filled for rehearsals and concerts, and notify the conductor if not;
3. Contact all section members as instructed by the conductor or other Executive Board member of any changes in rehearsal or concert venues or times.