

# Oxford Winds Community Concert Band

## Policies & Procedures

### 1. Conditions of membership include:

- a. a willingness to share knowledge and experience with other members of the group and the community,
- b. ability to read (required for music tracking), and
- c. ensuring the Music Director has up-to-date contact information.

### 2. Conduct

Inappropriate behaviour, as determined by the Board of Directors, will not be tolerated at rehearsals, performances or other band-related events.

In the case of Band members, consequences such as suspension of privileges or cancellation of membership may be applied, at the discretion of the Board.

### 3. Music, Instruments & Other Property

All property of the Oxford Winds will be labelled as belonging to the band.

#### Music:

- a. A Music Librarian will be appointed by the Music Director. Responsibilities include distribution and record keeping of all music.
- b. Performing members will be loaned music for each season and required to return all music to the Music Director/Conductor in good condition, when requested.

#### Instruments:

- a. An inventory of instruments will be maintained by a member appointed by the Board of Directors and made available to Board members, the Music Director and Conductor(s) upon request.
- b. Performing members may be eligible for the loan of an instrument. An application form must be completed and signed by the member or a parent/guardian, if under 18 years of age. Instruments may be loaned at the discretion of the Music Director, with Conductor input.
- c. All supplies for the day-to-day maintenance of borrowed equipment (valve oil, cork grease, cleaning supplies, etc.) shall be supplied by the borrower at their expense. In the case of reed instruments, one (1) reed will be supplied as part of the initial loan of the instrument. The borrower is responsible for purchasing all future reeds for the duration of the term and all future terms for which they borrow the same equipment.

#### Stands and Other Property:

Stands and other property will be inventoried annually by a member appointed by the Board of Directors. The inventory listing will be provided to the Board of Directors and Music Director in a timely manner.

### 4. Music Director/Conductor(s)

#### a. Hiring:

The Board of Directors will appoint a Selection Committee which will advertise, accept and review applications, and conduct interviews to hire the Music Director/Conductor(s). It is suggested that the Selection Committee be comprised of

four members and where feasible, include the President and Music Director. The Selection Committee may include non-Board members.

A short list of no more than three candidates will be auditioned at a regular band rehearsal. All band members in attendance will vote. The final decision will be made by the Selection Committee based on the audition results and input from band members, and sanctioned by the Board of Directors.

All new conductors will be required to complete a criminal background check and will be reimbursed for the cost.

b. Job Description:

The responsibilities of the Music Director will be outlined in a job description.

The job description will be reviewed as required and based on the duties outlined in the By-laws.

c. Evaluations:

Evaluations shall be conducted as required, ideally on an annual basis, by the Executive. Input from members will be obtained. Feedback will be provided to the Music Director/Conductor(s). Should performance issues be identified, the Executive and the individual will work together to develop a plan to improve performance.

Depending on the nature of the situation, immediate or subsequent dismissal may be necessary.

## 5. Rehearsals & Performances

a. The Music Director shall provide a schedule of rehearsals and performances in September and January.

b. If additional players are required for performances to maintain the integrity of the music, the Music Director, with the assistance of the Conductors, has the authority to arrange for musicians as needed. Membership fees will be waived. These players may be compensated for their time monetarily or otherwise at the discretion of the Music Director and Board of Directors.

## 6. Student Representative

a. A student representative will be elected by band members aged 17 and under, for a term of one year.

b. The representative will be invited to attend Board meetings to provide input to the Board.

## 7. Board of Directors

a. Minutes of each board meeting will be distributed by email to all board members within two weeks of the meeting during which they were taken.

b. Requests for decisions related to matters such as, but not limited to, performance bookings and purchases within budget, that cannot wait until the next board meeting, may be emailed to all members of the Executive. At the discretion of the President or another Executive member, all board members may be included in the decision, the decision may be directed to the appropriate committee, a special board meeting may be called, or the request may be tabled until the next board meeting. Decisions made outside of a regular board meeting will be recorded in the minutes of the subsequent board meeting.

Decisions on matters involving the constitution, by-laws, policies and procedures, or any other decisions that have serious consequences for the organization must be made at a regular or special board meeting.

c. A special meeting of the Board of Directors may be called with 7 days' notice.

**8. Committees**

- a. Committees may be formed for various purposes by resolution of the Board.
- b. The terms of reference will be outlined when the committee is established by the Board.
- c. All committees will report to a Board member
- d. Committees will provide a written report to their Board member, or advise if there is no new information to report, at least 10 days prior to each Board meeting.
- e. When a committee is no longer required, the Board will dissolve the committee by resolution at a Board meeting.

**9. Third Party Communications**

All communications on behalf of the Oxford Winds, or in any situation where an individual appears to be representing the Band, must be undertaken by an appointed liaison person. Examples include media interviews, rehearsal hall arrangements and performance commitments/venues. Misrepresenting the Band will be considered inappropriate conduct and dealt with accordingly.

**10. Amendment of Policies & Procedures**

The policies and procedures may be amended at any duly constituted Board meeting by majority vote.

  
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President

Dated: April 2, 2017

  
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Secretary *VP*

Dated: April 2, 2017