



Pensacola Bay Concert Band
Section Leader Policy

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Revision History

The table below outlines the revision history for this document.

No.	Date & Time Stamp	Author	Description / Reason for Change
1.4	8/12/2015	Tom Seeker	Final Draft
1.5	8/4/2016	Tom Seeker	Section Leader Changes\1.5 added
1.6	11/22/2016		Eligibility criteria

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1.Solutions Overview

Mission statement: We endeavor to enrich not only our own lives, but the lives of others who hear us play, through the power of making music.

As a member of the New Horizons Program, We provide entry points to music making for adults, including those with no musical experience at all and those who were active in school music programs but have been inactive for a long time. Many adults would like an opportunity to learn music in a group setting similar to that offered in schools, but the last entry point in many cases was elementary school.

2.Definitions & Acronyms

Word/Acronym	Definition
PBCB	Pensacola Bay Concert Band
Section Leader	Band member designated as a leader in each section to better promote communications and facilitate normal activities in a concert band.
PBCB Founders	Greg Vannoy/Tony Chiarito

3. Project Scope

In Scope:

- Determine the best solution to communicate with individual sections to and from the band leadership. This includes issues relating to section attendance, musicianship, mentoring individual musicians and obtaining resources necessary for the section to perform at its best.

Out of Scope:

- Auditions for chairs
- Competition for parts
- Actions or communications that do not meet the mission of the PBCB:
 - o Anything that inhibits or diminishes camaraderie
 - o Anything that implies an atmosphere of competition

4. Current Process

Currently, all members make a request to join the PBCB. Once accepted, the member is assigned a position/part. Once they arrive, they are given all the necessary music. There are no formal positions such as first chair, principal or band master. All communications for each "section" are communicated to the whole group at practices or an individual is selected by the leadership to convey the messages.

As time has progressed, it has become clear that while formal chair positions and competition are not conducive to meet our mission, a position of leadership has become necessary to conduct the mission of our organization.

1.5 First Line Leadership

Section Leaders will be established to aid in the proper day to day maintenance of the band. This position is appointed and may be rescinded at will. Section leaders must demonstrate sound judgment and be seen as a leader by others in the band.

2. Draft Work Plan

2.1. Section Leader Assignments

- Unlike traditional Section Leader positions, This position will not be determined by auditions or other forms of competition. Therefore, the following traits will be considered to be nominated and selected as a section leader for the PBCB.
 1. The candidate should be an active member in good standing with the band for a period of no less than 4 months. Attendance at practices and performance should be exemplary
 2. The candidate should be a good communicator and have access to electronic mail as well as telephone services.
 3. The candidate should have a strong working knowledge of his/her instrument as well as any others that may be assigned to the section. Some members of the section may play a different but similar instrument.
 4. The candidate, while not the traditional principal or first chair, should be a strong player and respected by his/her peers. Critical when corrective action or adjustments are requested from the leadership.
- Once a section leader position is open either by attrition, necessity or the creation of a new section due to growth, it will be necessary to start the process to identify, qualify and fill this position. Recommended steps to complete the process are:
 1. Either of the founders will identify the need to fill a section leader.
 2. Request for nominations will be entertained via email.
 3. An initial vote by the section members should be taken to limit the candidates to the top two (2).
 4. Once the top two are selected, the following should be considered to help limit the position to a final candidate.
 - Time with the PBCB – 20 points
 - Communication Skills – 15 points
 - Musicianship – 15 Points
 - Leadership – 15 Points
 - Attendance – 15 Points
 - Recommended by founder – 10 Points
 - Gets along well with section/others – 10/15 points
 - Other – 10 points
 5. The highest score will be appointed by the founders.

Section Leader Responsibilities

1. Arrive 5 minutes early to assist with set-up (does my section have all the chairs, stands, and music it needs?)
2. Acts as spokesperson for the section-expressing questions and or concerns to the conductor at appropriate times-during breaks (or phoning after rehearsals, avoiding interrupting the flow of rehearsals)
3. Sets the best possible example of respectful behavior and attitude toward those in authority
4. Models mature behavior during rehearsals and breaks
5. Learns first and last names of all the section members
6. Is friendly and welcoming to all team members-especially new ones
7. Notices absences-confirms these with attendance.
8. Creates fun ideas for the section which help the team to bond and enjoy their identity
-like the t-shirt idea, or a party, or a Facebook group, or a contest
9. Is pro-active at problem solving (with the guidance of the Conductor) and addresses any Questions or problems to the proper authority (musical-the Conductor, behavioral-the Manager)
10. Seeks to increase enthusiasm for the music-making experience, within the section/team, Presents a united front.
11. When necessary, act as a liaison between the members and the leadership. Helps to facilitate communications in both directions.
12. Encourage/Ensure that each person of your section has been tuned to your satisfaction prior to beginning of all rehearsals, sectionals, and concerts.
13. Ensure that issued polices are followed (i.e. concert attire)
14. Collect name badges at the end of each rehearsal/sectional.

2.2. Section Leader Accountability

This is a mission critical position and should be considered a great honor to be selected. All communications and issues need to be communicated efficiently and in a timely manner.

- Reporting – All section leaders will report to the PBCB founders; Aka either Tony Chiarito or Greg Vannoy.
- Meetings – while it will not be necessary to attend all band meetings, it will be necessary to attend meetings when requested to address issues relating to all section leaders or items specific to your section.
- It will be the responsibility of the section leader to keep a running log of attendance and report any issues to the leadership. Attendance should be reported on the first and third Monday of the month prior to practice. This may be in writing or via email.

2.3. Section Leader concerns

Our mission prevents the standard Section leader role of correction and mandating practices or sectionals. This does not say that a section cannot meet to work on music other than the weekly practices. It does, however, mandate that all forms of correction are done with the utmost concern that our members not be insulted or discouraged. Our members range from new musicians to the professional so a sense of full inclusion must be had at all times.

- If a sectional is necessary, it must be confirmed with the co-conductors and approved in advance. No pressure should be given to those who cannot make the practice. We are 100% volunteer.
- List any other specific roles or functions that will not be under this position.

2.4. Term of Service

The section leader will serve a term of 2 consecutive years. They may serve a second term if they desire to remain in that role unless someone else expresses interest in seeking the position so long as they meet all criteria and have a favorable outcome in a section wide vote. If the incumbent wins, they may serve again should they still have the desire to do so barring any infractions incurred during their most recent term. If for any reason they forfeit their re-election, the title will then be given to their contender.

Section leaders serve at the pleasure of the PBCB founders and may be replaced at will. If a section leader no longer wishes to serve in this capacity, they will need to send an email or memo in writing to the PBCB Founders and they will be replaced. This is not a punitive measure. This position is critical to the proper function of the band and staffing is a critical responsibility of the founders.

2.5. Application Deployment Matrix

Step	Description	Date
1	Review by committee. Draft and adjustments	
2	Document presented to the board for ratification	

2.6. Communication and implementation

Once the position of Section Leader has been agreed upon and approved by the founders, it will be essential to announce the initial leaders and what the role will be. It is critical that all members understand when and how to communicate using the new additions to the band structure. The role needs to be empowered from conception and limits clearly understood by all. This is an essential role and as the PBCB grows, the need for a middle level manager will be more and more necessary.