

THE
COMMUNITY BAND
OF
BREVARD

*Handbook
for
Members*

Revised April 2016

www.communitybandofbrevard.com

Message to New Members

Welcome to The Community Band of Brevard. I am truly pleased that you have chosen to join us. I believe that you will find your participation in the Band to be a rewarding experience.

The Community Band of Brevard, affectionately known as CBOB, was formed in 1985. Since then, it has proudly performed at a number of invitational and auditioned events; received the 1999 Sudler Silver Scroll, the highest award for community bands; and has become one of the premier performing groups in Brevard County. We strive to continue to improve, which we can only do with the participation of members such as you.

This Handbook includes information on Band organization, what is expected of you as a member, and what you can expect in return. We encourage you to read the handbook in its entirety. Clearly, the more we all put into the Band, the more we will get out of it. Your returns on investments of talent, time, and energy will be well-rewarded. Additionally, we are always looking for new ideas and recommendations to improve the Band, so please inform us of those as well.

Enjoy your membership with us!

A handwritten signature in black ink that reads "David Scarborough". The signature is written in a cursive, flowing style.

David Scarborough
Chairman, Board of Directors
The Community Band of Brevard

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Overview

The Community Band of Brevard (CBOB) is a concert band of dedicated musicians who have joined together to make music for their own enjoyment and for the pleasure and enrichment of the community. The Band's membership, currently numbering about sixty, includes people of all ages representing many occupations.

The Band performs 4 to 6 concerts during the year, most of which have a specific purpose upon which the program focuses. Our concerts have had many themes, including Mozart, Sousa, Gilmore, Tchaikovsky, American Composers, Music from the Movies, Band Classics, Big Bands and Broadway, Richard Rodgers and many more. Diverse musical genres and composers are common place in our concerts, and we often perform previously unpublished works for band. Each program is planned to please a variety of musical tastes.

Rehearsals and concerts consistently are directed toward accomplishing our membership-approved philosophy, purpose, vision and goals which are detailed in the following pages. These commitments have brought the Band a number of invitational or auditioned performances of which we are justly proud. They include: Florida Music Educators Convention (Tampa, January 1989); American School band Directors Association National Convention (Orlando, July 1989); Florida Bandmasters Association Summer Convention (Ocala, July 1993 and July 1997); and the Association of Concert Bands National Convention (Gainesville, April 1995). In 1995, the Band was designated by the U.S. Defense Department as the Brevard County Official Commemorative Community organization in honor of the 50th anniversary of the end of World War II. In 1999, the Band received the Sudler Silver Scroll, the highest international award for community bands. CBOB has become one of the premier performing ensembles in Brevard County.

History

In the summer of 1985, Marion Scott, then Director of Bands at Brevard Community College (BCC), offered a college course called “reading band.” He intended that this provide a performance outlet for adult musicians in the area and that the group form a nucleus of a Community Band in the fall. Approximately 30 players met each Wednesday during the summer term and sight-read through a variety of selections from the BCC Concert Band Library. Participants were so enthusiastic that they asked Mr. Scott to extend these sessions past the official end of the BCC summer session.

During the summer an organizing committee was formed. It elected officers and proceeded to plan for the Community Band to begin in the fall. Brevard Community College made a major commitment of support to the Band, and in return, it was agreed that the Band would list BCC as its sponsor. A Community Band course would be offered on both credit and non-credit bases.

The first official rehearsal of The Community Band of Brevard was held on 28 August 1985, with over 80 musicians present. This overwhelming response indicated both that there was a need for and that resources were available in the community to sustain a first-rate performing band in Brevard County.

Since then, the Band has given well over one hundred performances to the general public, with nearly all of them being free. The Band accepts donations at these concerts to sustain and pay for operating expenses. In December of 2008, the sponsorship of BCC was withdrawn. The Band then made the decision to continue as an independent, non-profit organization and was granted 501(c)(3) status in 2011.

Organization

The Band is governed by a Board of Directors, members of which are elected bi-annually by the membership to conduct the affairs of the organization. The Board meets at intervals of approximately one month at times and places selected by the Chairman of the Board. All members of the Band are welcome to attend these meetings and to participate as fully as they wish and are able to in the operation of the organization. Further, members are invited and encouraged to serve on one or more of the Band's several Standing Committees. Information about committees is provided elsewhere in this document.

Commitments and Goals

The Community Band of Brevard takes seriously its responsibility to provide entertaining concerts at the highest level of quality. This has always been an unstated goal. However, in June, 1992, the membership of the Band formally committed to statements regarding its philosophy, purpose, and vision. These succinctly describe the operating principles which govern the Board's decisions and processes which have produced a high-quality ensemble. Specifically:

Philosophy: The customers of The Community Band of Brevard are its members, audiences, and community. The Band will strive to always be aware of its customers' needs, and will actively search for opportunities to improve in satisfying those needs.

Purpose: The Community Band of Brevard exists to educate its members, to entertain its audiences, and to serve its community.

- for members, the Band will provide:
 1. enjoyable and meaningful music experiences;
 2. opportunities to utilize their music performing skills and broaden their music horizons;
 3. opportunities to develop and improve their music performing skills both as individuals and as an ensemble

- for audiences, the Band will provide entertaining concerts of music performed at the highest level of quality.
- for the community, the Band will provide its services (schedule permitting) when requested to satisfy the needs of the entire or a significant subset of the community.

Vision: The Community Band of Brevard will continually improve in satisfying its members, audiences, and community. Consequently, the time will come when the Band is a truly superior Community Band which has a waiting list of those who want to join, always plays to a packed house, and has the strength of a broad base of community support.

Membership

Membership in the Band is open to musicians in the community, college students, and high school students recommended to the Band by their music directors or current members of the Band. Formal membership in the Band is achieved when players have attended four (4) consecutive rehearsals or have attended six (6) rehearsals in a two-month period.

Please remember that continuing membership in the Band, while providing a great deal of personal satisfaction and enjoyment, carries with it certain responsibilities. These include regular attendance at rehearsals, a firm commitment to outside practice time and effort, and proper attitude and behavior.

Member Guidelines

A. Rehearsals

Rehearsals are held on Wednesdays from 7:00 p.m. to 9:15 p.m., in the band room at Edgewood Jr./Sr. High School in Merritt Island, unless otherwise stated by the Conductor. Arrive early and be prepared to begin playing, in tune at 7:00 p.m. Be attentive and alert at all times. Idle talk and extraneous playing are prohibited when the Conductor (or anyone else) is on the podium.

At such times, confine your talking to the minimum needed for the legitimate purposes of the rehearsal. Do not audibly try to work out your part on your instrument while the Conductor is on the podium. To do so is very distracting to others and interferes with the Conductor's efforts with the rest of the band. Make yourself a note of the difficulty, and work on it after rehearsal.

Always plan to remain throughout the entire rehearsal. Please contribute at least one dollar to the "kitty" each rehearsal to help defray the cost of the rehearsal space.

As guests on the school's campus, all members of the Band are expected to conduct themselves in a responsible and professional manner. This includes leaving the rehearsal area neat and clean, and respecting all property and equipment in the rehearsal room.

The most current Memorandum of Understanding (MOU) the Band has signed with Edgewood Jr./Sr. High School is maintained by the Chairman.

The Board is charged with the responsibility, and is authorized, to take any action necessary to assure that the best possible conditions exist for the Band, its Conductor, and its members to prepare for and perform its concerts. Specifically included in the Board's responsibility and authority is necessary discipline or removal of any member whose actions during rehearsal, concert, or other Band-sponsored activity detracts from the opportunity for full participation in that activity by the Band, its Conductor, and its members. It is most inappropriate for any Band member (other than a Section Leader, whose authority is limited to his/her section) to criticize or try to correct any other member's musical ability or performance, his/her behavior, or any other aspect of his/her participation in the Band. Any member who feels compelled to address such a matter should take the concern to the Conductor who, if the concern is valid, will either deal with it or take it to the Board of Directors for resolution.

A condensed list of **Rehearsal Reminders** can be found in **Appendix A**.

B. Music

Be careful with your music. It belongs to you and to the Band. Take it home with you and practice it between rehearsals. All music and folders must be turned in to the Librarian after each concert. If you cannot attend the next rehearsal, leave with the Section Leader any parts that he/she feels need to be covered by someone else during your absence. New members will not be assigned a folder until their third rehearsal. Be sure you have a pencil with you to annotate instructions from the Conductor on the music. Never use ink on your music!

C. Section Leaders

The primary responsibility of the Section Leader is to assist the Conductor by overseeing the effectiveness of the section both in rehearsals and performance, and to ensure that the section complies with the wishes of the Conductor, and applicable CBOB policies (such as no unnecessary talking, prohibition of cell phone usage, playing of instruments, etc. when the Conductor is on the podium).

Section Leaders are appointed by the Conductor and are responsible for:

- Welcoming new section members and introducing them to the Conductor, the Personnel Manager, and section members.
- Managing music folders for each section member by distributing and collecting music before and after concerts, and ensuring that all parts (1st, 2nd, 3rd trumpet/clarinet, solos, etc.) are effectively covered by available players.

- Coordinating section members' support of setup and takedown of music stands, chairs, and equipment for rehearsals and performances.
- Tracking attendance at rehearsals and following up with members who are absent without prior notification.
- Calling and leading sectional rehearsals as needed to prepare the section to perform music assigned by the Conductor.
- Collecting section members' music after a concert and helping to prepare folders for the next concert.
- Maintaining open communications with the section—offering help, advice, and encouragement when needed, and addressing any issues in the section affecting the achievement of the Band's goals and objectives.

D. Instruments

Members are normally expected to provide their own instruments and accessories with the exception of certain percussion instruments. Do not play other members' instruments without consent of the owner.

E. Musicianship

We are very grateful for the fine professional musicians we are fortunate to have in our Band. Many have played with outstanding musical organizations elsewhere. Several are well-trained music educators teaching and playing music in our community. These are additional resources for our Band, and can be very helpful to you in improving your playing. Please feel free to ask questions of these people; most will be more than happy to help you. After all, they were once students themselves.

F. New Players

Players attending a rehearsal for the first time will be directed to the Personnel Manager who will take personal information and introduce the player to the Section Leader. It is the Section

Leader's responsibility to seat the new player temporarily, subject to the Conductor's concurrence.

G. Attendance

Each member must do his/her utmost to attend every rehearsal and function. Attendance is taken every time the Band plays. A member who finds he/she cannot attend either a rehearsal or a concert should notify the Section Leader or Personnel Manager, and also make arrangements for any music in his/her possession to be delivered to the Band. It is very important that the Conductor and Section Leaders know in advance of a member's anticipated absence (at least two days). We count on the presence of all members at every rehearsal and performance, and need to know when you cannot be present.

Generally, new members will not be accepted into the Band during either of the two rehearsals preceding a major concert. The Conductor may make an exception to this rule if he/she feels that it is in the best interest of the Band so to do.

H. Concerts

- Arrive in proper dress at least 45 minutes before the scheduled concert start time. Warm-up and tune-up where you cannot be heard by the audience. Be at your place on stage at least five minutes before the scheduled start time. Certain actions are distinctly distracting to fellow performers and (especially) the audience. Please reference Appendix B for a complete list of Concert Etiquette. *Remember, the audience can see (and hear) everything we do. Please be mindful of the image we present.*
- A subset of the Band is allowed to perform on behalf of CBOB if a majority of the subgroup are CBOB members, subject to Board of Directors approval.
- Members may be photographed during rehearsals, concerts, and other band-related activities for use on the CBOB website, for publicity purposes, and for the Band's archives.

I. Concert Dress Codes

The Band has three dress codes for its performances, the choice for a particular event being made by the Conductor. The Band is an ensemble and for any member to dress in a manner that draws attention to himself or herself is not appropriate.

Casual:

- Women: dark slacks, shorts or skirt, white blouse or CBOB shirt.
- Men: dark slacks or shorts, white or CBOB shirt.
- No jeans or athletic shoes

Informal:

- Women: slacks and blouse or street-length dress.
- Men: long pants, sport coat, and long tie.
- Colors: should be bright and varied for a festive atmosphere, but with good taste.
- Removal of coats and ties on warm days will be at the discretion of the Conductor.

Formal:

- Women: long black dress; long black skirt and black top; or black pants suit, black shoes. Please avoid low-cut tops and spaghetti straps. Wear dark stockings if dress is not full-length.
- Men: black or navy suit, white shirt, black bow tie, black shoes and socks.

J. Equipment

Each Band member should have clips or clothespins for holding music on the stand at concerts. Accessories (mutes, etc.) are an individual responsibility. Each member should own a sturdy folding music stand for use when required.

K. Communications

In addition to information disseminated at rehearsals, members may receive information through email. All messages from CBOB Personnel will come from cbobinfo@gmail.com. Please be sure to “un-junk” this address so you can receive important communications from the Band.

Members are also encouraged to access the Members page of our website regularly, www.communitybandofbrevard.com/members, to keep up-to-date on rehearsal and concert schedules. The site also contains Board of Directors meeting minutes, listening links to current concert selections, the Handbook for Members, and much more.

Board of Directors

Members of the Board of Directors are elected by the membership and serve a two-year term (An asterisk (*) indicates election in even-numbered years. The Board is comprised of the Chairman, Vice Chairman, Secretary and Business Manager (all officers) plus the Conductor, Assistant Conductor, Personnel Manager, Publicity Manager, and Librarian. Board Meetings are held once a month (or as determined by the Chairman) and open to all CBOB members.

Officer Positions and Duties

For expanded information on these positions and assigned duties, see CBOB publication - Board of Directors and Committees: Descriptions and Duties - on file with the Secretary.

Chairman* (Officer)

- Calls and chairs Board and Band meetings
- Appoints committee chairpersons and special committees

- Interfaces with community, schools and the public
- Assures enforcement of CBOB policies
- Manages various aspects of band ops (MOU, goals, etc.)
- Serves as public's point of contact for information and requests
- Authors "Chairman's Message" for concert programs
- Provides data to publicist for dissemination
- Communicates regularly with band members

Vice Chairman (Officer)

- Serves as chairman in event of Chairman's absence
- Performs other duties as directed by the Board of Directors
- Responsible for concert programming and arrangements

Secretary* (Officer)

- Takes minutes of Board and other membership meetings
- Creates a summarized version of minutes for the membership
- Keeps archival records of meetings
- Supervises revisions of publications
- Maintains master copies of organizational documents
- Handles general correspondence

Business Manager (Officer)

- Collects and disburses monies approved by the Board including purchases of equipment, printing of handbooks, programs and brochures
- Maintains bank account and ledger of income and expenses
- Completes and submits annual reports
- Renews contracts for facilities, copier, storage unit, etc.
- Updates insurance documents and pays premiums
- Prepares periodic treasury reports

Conductor — Appointed by the Board of Directors

- Conducts rehearsals and concerts
- Selects music for concert programs
- Coordinates the work of the library committee
- Assigns players to chairs
- Names Associate Conductors (subject to BOD approval)
- Coordinates with guest artists

Associate Conductor — Serves one-year renewable terms

- Appointed each year at the time of the annual election of Officers
- Conducts rehearsals in the absence of the Conductor
- Assists Conductor at rehearsals and concerts
- Conducts Sectional rehearsals as needed and/or requested
- Conducts tune-ups and warm-ups before each concert
- Assists in the selection of music for concert programs
- Performs additional assignments as requested by Conductor

Personnel Manager*

- Develops and maintains the CBOB personnel list
- Creates email distribution list
- Works with Section Leaders to communicate with members
- Oversees documentation of attendance by Section Leaders
- Welcomes new members and collects their data (green cards)
- Maintains and distributes the Band's Who's Who list
- Coordinates Property Manager duties
- Serves as chair of the Membership Committee

Publicity Manager

- Promotes and publicizes Band activities
- Arranges for photographs for website and other uses
- Oversees production of social media sites
- Serves as chair of the Publicity Committee

Librarian

- Collects, sorts, stores, distributes, processes, maintains, and repairs music and Band folios
- Keeps an accurate record of music owned by the Band, of folios assigned to members, and music lent to other organizations
- Serves as chair of the Library Committee

Additional Responsibilities of the Board of Directors

The Board of Directors is responsible for the success of the Band; and will be held accountable for any failures.

Committee Work

To maintain the high quality of our band and our performances, we need cooperation and involvement from every member. The Board of Directors has elected to have a distributed responsibility system of management, relying on many people to do modest amounts of work individually. We have many opportunities to serve - please consider chairing or joining one of our Standing Committees.

Standing Committees

- **Membership** — Assists the Personnel Manager
- **Publicity** — Assists the Publicity Manager
- **Library** — Assists the Librarian
- **Property** — Works with the Personnel Manager
 - Prepares rehearsal room for practices

- Prepares stage or other facilities for performances
- Coordinates transportation of band equipment to concerts
- Keeps accurate property records
- **Communication** — Works with the Personnel Manager
 - Consists of the Vice Chair and all Section Leaders
 - Maintains current list of each section's phone and email info
 - Sends messages to members as directed by BOD
 - Provides back-up communications as necessary
- **Program** — Works with the Publicity Manager; Prepares material for printed concert programs including cover artwork, biographies, playlist, program notes and personnel
- **Historical** —
 - Maintains historical records of Band activities
 - Archives all performances
- **Election** — Appointed by the Chairman approx. 2 months prior to election
 - Solicits nominations and/or proposes slate of officers

Risk Management

Any time a member of the Board sees, or is somehow made aware of, something that may pose a risk to the success of the Band, that member has not just the right, but the responsibility, to identify it to the rest of the Board. Normally this will be done at the next meeting of the Board, but can be done outside the meeting if the matter is urgent enough that it can't wait for a meeting. To not identify a problem or potential problem would be a serious dereliction of duty for any Board member. All Board members will take a risk or problem so identified seriously, and whoever is responsible for the particular area of concern will take appropriate action to mitigate the risk or resolve the problem. Such matters are

opportunities to improve and resolutions will be worked out within the Board. Any disagreements among Board members relative to the risk or problem will not be disclosed outside the Board unless the entire Board concurs in advance with such disclosure. Open communication is essential to the success of the Band, and no member of the Board will subject any other member to criticism or personal comments for identifying a risk or problem.

Legal Use of Music

The Board has gone on record that the Band will comply with all laws including those concerning Copyright Protection, Performance Licensing, and Recording Rights.

In particular, absent the legal right to do so, the Band will not: 1) hire an arranger; 2) pay an arranger; 3) obtain an arrangement; 4) accept an unsolicited arrangement; 5) plan to include a work in a concert; or 6) include a work in a concert. When permission to make or acquire a special arrangement is obtained, the Band will adhere strictly to all terms of the agreement granting that permission.

Additionally, it is the Band's policy not to lend music to other organizations without the Director's consent and knowledge of the Board.

Lobby Policy

CBOB concerts are for the sole purpose of providing music to our audience. To use our audience for any other purpose will not be permitted. Activities not permitted include, but are not limited to, the following:

- a) Sale of merchandise
- b) Distribution of literature (including political campaign) not directly associated with CBOB or other organizations supported by CBOB

Any request for an exception to this policy must be presented to the CBOB Board of Directors early enough for a decision to be made prior to the affected concert.

Religious Neutrality

The CBOB Board of Directors will enforce a policy of religious neutrality in the music the Band performs in concert. It is important, and the Band's goal, that all people in the Band and in its audience feel comfortable with the music we perform. Religious music maybe included in our concerts only if it has a long history of performance and has achieved wide recognition as either a great musical work or as a popular song.

Appendix A: Rehearsal Reminders

Common sense and courtesy are paramount to the enjoyment of the Band by all.

1. Arrive in time to be ready to play at 7:00 pm
2. Give attention and respect to the Conductor at all times
3. No cell phone usage (texting or playing games) except during break time
4. No chatter or idle talk (including during any rests you may have on your part)
5. No remarks made aloud or counting out loud
6. Always have a pencil at every rehearsal and use it when the Conductor provides an instruction
7. No playing of instruments during break time (break time IS the time to talk and socialize)
8. Make sure your music is at rehearsal even if you are not
9. Be a responsible “guest” at Edgewood: only water in sealed containers is allowed; no spit stains on the carpet; help put stands & chairs away before you leave
10. Practice and strive to improve your musicianship!

Appendix B: Concert Etiquette

1. Arrive in proper dress at call times determined by conductor.
2. Warm-up and tune-up where you cannot be heard by the audience.
3. Be at your place on stage **at least five minutes before** the scheduled start time.
4. Be sure your posture is good, **use professional composure**.
5. Stand up as the Conductor arrives.
6. Do not talk or converse during the concert.
7. Turn pages only when the music calls for it—and then do it as quietly as possible.
8. Count to yourself, avoid tapping your feet.
9. Do not place music, water bottles or light-colored rags on the floor.