

Northwest Iowa Bandmasters Association Operations Manual



***“We are the Music-Makers
We are the Dreamers of Dreams”***

1st Edition - 2006-2007
Revised – May 2007
Revised - September 2014

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Northwest Iowa Bandmasters Association Operations Manual

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Preface

This manual was created by the 2006-2007 Northwest Iowa Bandmasters Association officers and committee chairs to aid in the running of NWIBA. The information in this manual was submitted based on the experiences of all the officers and committee members. It is our hope that it continues to help our officers and committees along with taking the fear out of taking a leadership roll in NWIBA.

As you work through the year, feel free to add information you deem necessary to your position. This manual should be updated every 3 years if necessary. An electronic copy of this manual will be available on the NWIBA website. www.bandmasters.org/users/nwiba.

Thank you to all who contributed information to this manual.

Sincerely,

Jason Heeren, President
Paul McEntaffer, Vice President
Kurt Schwarck, Secretary
Curt Ohrlund, Treasurer

This manual was updated 2014 - 2015. A google doc was created to facilitate collaboration and more efficient annual editing of duties.

Colleen Hecht, President
Casey Kingdon, Vice President
Tiffany Wurth, Secretary
Curt Ohrlund, Treasurer

This operations manual is governed by the [IBA By-Laws](#) and the [NWIBA Constitution and By-Laws](#).

SCHOOLS

School	City	County	Grade Level
Akron-Westfield	Akron	Plymouth	5-12
Alta-Aurelia Community	Alta	Buena Vista	5, 9-12
Alta-Aurelia Community	Aurelia	Cherokee	5-8
Ar-We-Va Community	Westside	Crawford	6-12
Bishop Heelan Catholic	Sioux City	Woodbury	5-12
Boyden-Hull	Hull	Sioux	5-12
Carroll-Kuemper Catholic	Carroll	Carroll	5-12
Central Lyon	Rock Rapids	Lyon	5-12
Charter Oak-Ute	Charter Oak	Crawford	5-12
Cherokee	Cherokee	Cherokee	5-12
Clay Central-Everly	Royal	Clay	5-12
East Sac County HS	Lake View	Sac	9-12
East Sac County MS	Sac City	Sac	5-8
George-Little Rock	George	Lyon	5-12
Harris-Lake Park	Lake Park	Dickinson	5-12
Hartley-Melvin-Sanborn HS	Hartley	O'Brien	9-12
Hartley-Melvin-Sanborn MS	Sanborn	O'Brien	5-8
Hinton Community	Hinton	Plymouth	5-12
Hull Christian	Hull	Sioux	5-8
Hull Protestant Reformed	Hull	Sioux	5-8
Inwood Christian	Inwood	Lyon	K-8
Iowa Great Lakes Lutheran	Spencer	Clay	5-6
Ireton Christian	Ireton	Sioux	5-8
Kingsley-Pierson	Kingsley	Plymouth	5-12
Lawton-Bronson EL	Bronson	Woodbury	5
Lawton-Bronson	Lawton	Woodbury	6-12
Le Mars Community	Le Mars	Plymouth	5-12
Le Mars-Gehlen Catholic	Le Mars	Plymouth	4-12
Maple Valley Anthon-Oto	Mapleton	Monona	5-12
Marcus-Meriden-Cleghorn	Marcus	Cherokee	5-12

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MOC-Floyd Valley HS	Orange City	Sioux	9-12
MOC-Floyd Valley MS	Alton	Sioux	6-8
MOC-Hospers EL	Hospers	Sioux	5
Newell-Fonda Community	Newell	Buena Vista	5-12
OA-BCIG HS	Ida Grove	Ida	5,9-12
OA-BCIG MS	Odebolt	Ida	5-8
Okoboji HS	Milford	Dickinson	9-12
Okoboji MS	Arnolds Park	Dickinson	5-8
Orange City Christian	Orange City	Sioux	5-8
Remsen-St. Mary's Catholic	Remsen	Plymouth	5-12
Remsen-Union	Remsen	Plymouth	5-12
Ridge View HS	Holstein	Ida	9-12
Ridge View MS	Early	Ida	5B
River Valley EL	Washta	Cherokee	5-6
River Valley	Correctionville	Woodbury	7-12
Rock Valley Christian	Rock Valley	Sioux	K-8
Rock Valley	Rock Valley	Sioux	5-12
Rock Valley-Netherlands Reformed Christian	Rock Valley	Sioux	4-12
Sanborn Christian	Sanborn	O'Brien	5-8
Sgt. Bluff-Luton	Sergeant Bluff	Woodbury	5-12
Sheldon Christian	Sheldon	O'Brien	K-8
Sheldon	Sheldon	O'Brien	5-12
Sibley-Ocheyedan	Sibley	Osceola	5-12
Sioux Center Christian	Sioux Center	Sioux	5-8
Sioux Center Community	Sioux Center	Sioux	5-12
Sioux Central	Sioux Rapids	Buena Vista	5-12
Sioux City-East	Sioux City	Woodbury	5-12
Sioux City-North	Sioux City	Woodbury	5-12
Sioux City-West	Sioux City	Woodbury	5-12
Siouxland Community Christian	Sioux City	Woodbury	5-6
South O'Brien HS	Paullina	O'Brien	7-12
Spalding Catholic School (Le Mars Gehlen)	Granville	Sioux	5-6

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Spencer	Spencer	Clay	5-12
Spencer Sacred Heart EL	Spencer	Clay	5-6
Spirit Lake	Spirit Lake	Dickinson	5-12
Storm Lake	Storm Lake	Buena Vista	5-12
Storm Lake St Mary's	Storm Lake	Buena Vista	K-8
Trinity Christian High	Hull	Sioux	6-11
Unity Christian HS	Orange City	Sioux	9-12
West Lyon EL	Inwood	Lyon	5-8
West Monona	Onawa	Monona	5-12
West Sioux-Hawarden	Hawarden	Sioux	5-12
Western Christian	Hull	Sioux	9-12
Westwood	Sloan	Woodbury	5-12
Whiting	Whiting	Monona	5-12
Woodbury Central	Moville	Woodbury	5-12

*These school districts petitioned IBA and are members of the SWIBA:
 Carroll County: Glidden Ralston, Coon Rapids-Bayard
 Crawford County: Denison/Schleswig*

OFFICERS

Secretary, Vice-President, President, **Immediate Past President**

One Year Term each

The Secretary (elected at May IBA meeting) to Vice-President to President is a progressive office.

Treasurer has unlimited 3-year terms. Elected at May IBA meeting on years evenly divisible by

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Executive Board

The Executive Board shall consist of the President, the Vice-President, the Secretary, and the Treasurer. Meetings of this group may be called by the President. The Executive Board shall have the power to fill a vacancy of an elected office.

Board of Directors

The Board of Directors will consist of the public relations chairperson, the elementary band affairs chairperson, the marching band affairs chairperson, the concert band affairs chairperson, the college affairs chairperson, the student affairs chairperson, the jazz affairs chairperson, the junior high/middle school affairs chairperson, the mentorship affairs chairperson, the research and development chairperson, and the Major Landers chairperson.

The Board of Directors will serve as an advisory group for the Executive Board.

Each chairperson will serve a three-year term. (2-term limit). Chairpersons will be voted on and elected at the May meeting. Incomplete terms shall be filled at the behest of the President.

In addition, the Board of Directors will include the appointed position by the President of the Membership Chair.

STANDING COMMITTEE CHAIRS

Updated: May 2019

Each chair will serve a three-year term; maximum of two consecutive three-year terms. (as per IBA Resolutions).

Serve as district representative/liaison between NWIBA and IBA.

Chairs will be voted on and elected at the May meeting.

Incomplete terms shall be filled at the behest of the President.

Committee	Name	School	Term Ending
<u>College Affairs</u>	Shane Macklin	Morningside College	2020(2)
<u>Concert Band Affairs</u>	Jeana Larson	Sheldon	2018(1)
<u>Elementary Affairs</u>	Monica Boogerd	Sioux Center	2019(1)
<u>Endowment Fund</u>	Curt Ohrlund	Le Mars	2020(3)
<u>IBARD</u>	Rod Shedenhelm	Retired	2020(2)
<u>Jazz Band Affairs</u>	Tiffany Wurth	Buena Vista University	2018(2)
<u>Major Landers</u>	Lee Schneider	Rock Valley	2018(2)
<u>Marching Band Affairs</u>	Drew Balta	West Lyon	2018(*)
<u>Mentorship</u>	Peter Carlson	Sibley-Ocheyedan	2019(1)
<u>Middle School/JH Affairs</u>	Mary Kay Benton	Le Mars	2019(1)
<u>Public Relations</u>	Dave Kovarna	MVAOCOU	2020(2)
<u>Research and Development</u>	Tom Musel	Ridge View	2020(1)
<u>Student Affairs</u>	Jared Bade	Morningside College	2021(1)
<u>Technology</u>	Brian Cole	Sioux City North	2020(1)

NWIBA DISTRICT EVENTS' CHAIRS/COMMITTEES

Updated: May 2019

Not governed by Constitution & By-Laws.

Each person volunteers or is appointed by the President.

If not filled at the scheduled time, President solicits during the year.

Incomplete terms shall be filled at the behest of the President.

<i>HS Honor Band committee for following year is determined at the January NWIBA meeting (HS Honor Band Concert Day).</i>			Term Ending
<u>HIGH SCHOOL HONOR BAND - CHAIR</u>	Drew Balta	West Lyon	2020
<u>HIGH SCHOOL HONOR BAND - AUDITIONS SCHEDULING</u>	Kurt Schwark	Spencer	2019
<u>HIGH SCHOOL HONOR BAND - JUDGES</u>	Cliff St. Clair	Sheldon	2018
<u>HIGH SCHOOL HONOR BAND - MUSIC</u>	Meghan Powell	Sioux Center	2018
<u>HIGH SCHOOL HONOR BAND - EQUIPMENT/FACILITIES</u>	James Kunz	Bishop Heelan, Sioux City	2018
<i>MS/JH Honor Band committee for following years is determined at the MS/JH Honor Band meeting (Concert Day).</i>			
<u>JUNIOR HIGH/MIDDLE SCHOOL HONOR BAND - CHAIR</u>	Monica Boogerd	Sioux Center	2020
<u>JUNIOR HIGH/MIDDLE SCHOOL HONOR BAND - AUDITIONS SCHEDULER</u>	Adam Perry	Sioux Central	2021
<u>JUNIOR HIGH/MIDDLE SCHOOL HONOR BAND - JUDGES</u>	Jeana Larson	Sheldon	2020
<u>JUNIOR HIGH/MIDDLE SCHOOL HONOR BAND - MUSIC/EQUIPMENT</u>	Janet Boyens	Spencer	2019
Ballot Tabulations	TBD	TBD	2018
Head Chairperson/Logistics	Tiffany Wurth	Buena Vista University	2019
Tabulations	Brian Cole	South O'Brien, Paullina	2019
Facilities/Host	Curt Ohrlund	Le Mars	---
Recordings	Casey Kingdon	Cherokee	2020

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PRESIDENT

One Year Term - Starts and ends after May IBA Conference meeting
Following Presidency, Serves as Advisor to the Executive Board

JOB DESCRIPTION

- Have knowledge of the workings of IBA and how NWIBA functions within those regulations.
- Have a basic understanding of Robert's Rules of Order and the proper way to run a meeting.
- Serve as liaison between NWIBA and IBA in matters concerning Northwest Iowa District.
- Attend and prepare agendas for district meetings in September, January and May IBA-Des Moines.
- Attend and prepare reports for state meetings: Summer-Des Moines; November All-State-Ames; and May IBA-Des Moines.
- Appoint quality people to replace chairpersons whose terms expire.
- Report to IBA as required.
- Arrange a late summer meeting with officers and chairpersons.

TOOLS

1. Obtain data list of current instrumental music teachers from membership chair.
2. Create Group contacts/address books for group e-mailings for following groups:
 - a. All district instrumental music teachers
 - b. Officers: Self, vice president, secretary, treasurer, immediate past president
 - c. Officers, Committee Chairs, (include honor band chairs and their committee members)

TIME LINE OF DUTIES

MAY (at IBA Conference)

- Be sure you get all the materials needed for the upcoming year from the out-going president.

JUNE / JULY / AUGUST

- IBA will have their summer meeting. The IBA President will contact you regarding meeting date and site. Have a report with upcoming events in the NWIBA.

AUGUST

- Look at the May IBA report to see what kind of information you will need to have ready for the IBA during the year. It will save you time looking it up at the last minute.
- Have webmaster post a note on the website regarding upcoming state and district IBA dues.

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- Encourage all new directors and first year directors in the district to contact you and the mentorship chair.
- Email weekly newsletter to all members - starting third week of August.
 - Include all instrumental music teachers grades 5-12 & collegiate
 - Obtain list from membership chair
- Email #1 - Introduce Officers, remind all about how to be a member and requirements; invite/encourage all to pay the dues; Fall meeting for all directors - do not imply “NWIBA members”.
- Email collegiate directors inviting them to join the association - preparing future teachers.
- Prepare for fall meeting - usually Wednesday of 1st week of September
 - Prior to Labor Day - email members document of previous award winners. Include criteria for awards. Have members be thinking of worthy candidates. Email President names or bring them forth at the Fall Meeting.

SEPTEMBER

- Email notifications about the meeting to all members of the district encouraging them to attend.
- Correspond with district officers (Vice-President, Secretary, Treasurer) to discuss important topics for the meeting.
- Post meeting agenda on the NWIBA website.
- Email all members of the district about agenda. Include all members in the first mailing; not just current NWIBA members.
- At this meeting the membership will vote on the following district awards. Think of persons for all the annual awards before the meeting. Consult the list of past winners on the NWIBA website.
 - Karl King Distinguished Service Active
 - Karl King Distinguished Service Retired
 - IBA Hall of Fame
 - Martin L. Crandell Award
 - Requirements: HS Director
 - Jay Wicker Award
 - Requirements: MS Director
- Notify the Karl King Distinguished Service award persons about completing the online bio info for the magazine. They are also responsible for submitting their bio and pictures to the IBA magazine and to the high school honor band chair to be printed in the program.
- Forms can be downloaded from the IBA website: www.bandmasters.org
- Remind members to pay dues and all to join to support future teachers through Major Landers Award, commissioned music

OCTOBER

- WEEKLY EMAILS
 - Reminders about Google calendar (location of dates)
 - Due Dates: All-State Registration, MS HB, HS HB, etc.

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- Good luck to HB auditionees
- Good luck to All-state auditionees
- State Marching Band
- Begin to alert email recipients that their name will be removed from receiving important NWIBA information and happenings in NW Iowa if they are not paid members by (2nd Monday in November). *Use this day cause it is after HS HB tryouts are completed.
- Remind HS directors to be encouraging seniors thinking about majoring in instrumental music education to try out for Major Landers
- Be prepared to communicate with members who have not paid IBA & NWIBA dues when Honor Band deadlines happen. Membership chair will keep you updated.

NOVEMBER

- WEEKLY EMAILS
 - Reminders about Google calendar (location of dates)
 - Due Dates: Major Landers
 - Good luck to HB auditionees
 - All-state participants, enjoy experience, teachers, observe rehearsals, etc.
 - IBA Business meeting, Saturday, Nov ?, ?time, ?location, see our IBA in operate
 - Final ALERT to email recipients that their name will be removed from receiving important NWIBA information and happenings in NW Iowa if they are not paid members by (2nd Monday in November). *Use this day cause it is after HS HB tryouts are completed.
 - Remind HS directors to be encouraging seniors thinking about majoring in instrumental music education to try out for Major Landers
 - Considering submitting application for your band to perform at IBA Conference
- Prepare a report for IBA Business Meeting in conjunction with IMEA/All-State-Ames. The IBA President will contact you with meeting information.
- Remind secretary to order NWIBA Distinguished Service Awards <?plaques/trophies> (Active & Retired), the Past President Award, and Major Landers Awards.

DECEMBER

- WEEKLY EMAILS
 - Only to NWIBA members
 - Reminders about Google calendar (location of dates)
 - Due Dates: Major Landers, District Jazz Contest, IHSMA Jazz
 - January HS HB, meeting
 - IBA Business meeting, Saturday, Nov ?, ?time, ?location, see our IBA in operate
- Email members about the High School Honor Band Festival & Winter Meeting of NWIBA for all directors; not just high school directors.
- Prepare for NWIBA Winter Meeting.

JANUARY

- WEEKLY EMAILS
 - Only to NWIBA members

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- Reminders about Google calendar (location of dates)
 - Due Dates: Major Landers
- January HS HB, meeting
- IBA Business meeting, Saturday, Nov ?, ?time, ?location, see our IBA in operate
- Week following HS HB Festival, include info about the Major Landers audionees and the winners
- Finalize agenda for NWIBA Winter Meeting.
- Post the meeting agenda on NWIBA web site.
- Email members about the Winter Meeting agenda on website.
- Communicate with district officers to discuss meeting agenda prior to the meeting.

MEETING DETAILS

- Announce the winner of the Major Landers Scholarship.
- Have all information on the winners correct for the award presentation at the honor band concert.
- Have your script for the awards.

CONCERT DETAILS

- Meet one of the Honor Band Guest Conductors, show them around the building & make them comfortable. Introduce them to the band.
- Introduce and announce the winners of the Karl King Distinguished service awards, Martin Crandell Award, Jay Wicker Award, the past president, and the top three place winners of the Major Landers Scholarship.

- **SEE SCRIPTS**

FEBRUARY

- WEEKLY EMAILS
 - Only to NWIBA members
 - Reminders about Google calendar (location of dates)
 - Due Dates:
 - District Jazz Contest - provide website of listing of schools participating; if your school is not participating, and you are interested, request PD day to attend and observe.
 - Reserve hotel reservations for IBA Conference
 - Pre-register for conference online - saves time
- Direct treasurer send \$100 to IBA for the banquet.
- Start seeking out people to fill expired committee chairs.

APRIL

- WEEKLY EMAILS
 - Only to NWIBA members
 - Reminders about Google calendar (location of dates)
 - Due Dates:
 - Reserve hotel reservations for IBA Conference
 - Pre-register for conference online - saves time

- Prepare for IBA Conference meeting.
 - Held on Friday of the conference.
- Have all appointed committee chairs filled
 - Report to the IBA President-Elect & IBA Webmaster.
- Email **all instrumental music teachers** encouraging to attend IBA Conference / Professional Development; Graduate Credit
 - Purchase their tickets for the District Luncheon before the meeting.

MAY

- WEEKLY EMAILS
 - Reminders about Google calendar (location of dates)
 - Due Dates:
 - Conference details - meetings; luncheon
 - Pre-register for conference online - saves time
 - Major Landers recipient audition details at conference (future teacher)
- Post agenda for the spring meeting on the website.
- Attend the IBA meeting at the conference. The IBA President will contact you with meeting information. Have your NWIBA report ready.
- Encourage new committee members to attend the state meeting to meet and correspond with the state committee chairs.
- Email the membership about the Spring Meeting agenda on website.
- At this meeting the membership will vote to fill the secretary's position. Visit with people ahead of time to seek out interested candidates.
- Give report from state meeting.
- At the conclusion of the meeting the new officers and committee members take over.

IMMEDIATE PAST PRESIDENT

- Act in an advisory capacity to the Executive Board and assist the President at the latter's request.

VICE-PRESIDENT

One Year Term - Starts and ends after May IBA Conference meeting
After May Conference, assumes duties of President

JOB DESCRIPTION

- Assist the President in carrying out the duties of the office.
- Preside over all NWIBA meetings in the absence of the president.
- Represent NWIBA at all state meetings in the absence of the president.

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- Keep google doc Operations Manual updated
 - Throughout year, contact all committee chairs to have them review / update as necessary their specific duties in the google doc operations manual.
 - Have updates/revisions completed by May 1

PROCEDURE

- Share the doc with each committee chair.
 - If Chair's duties are time specific, have them complete this task ongoing and immediately when completed with task
- Have committee chair update/revise the procedures for their area.
- Have committee chair confirm with you on updates/revisions completed

SECRETARY

One Year Term - Starts and ends after May IBA Conference meeting

Elected by the membership at the May IBA meeting

After May Conference, assumes duties of Vice-President

JOB DESCRIPTION

- Take minutes at each NWIBA meeting.
 - Meetings are held in September, January (High School Honor Band Festival), and May (IBA Conference).
- Less than 2 weeks following the meeting, have the minutes sent to the webmaster for uploading.
 - Read (**summarize**) the minutes at each meeting.
 - Keep a hard copy of weekly newsletters in a binder. Bring to NWIBA meetings for reference.
- Keep all duties updated in the operations manual.

NOVEMBER

- Order trophies/plaques/awards ? from Trophies Plus: 800-397-9993
 - Karl King Distinguished Service Active
 - Karl King Distinguished Service Retired
 - Martin Crandell Award
 - Past-President. ????
- Trophies need to be ready for presentation at January High School Honor Band Festival

DECEMBER

- Following the deadline for the Major Landers applications, contact the Major Landers Chair regarding the number of applications. Order trophies/plaques??? accordingly:
- 3 or more applicants order trophy for 1st, 2nd, and 3rd
- 2 applicants order trophy for 1st, 2nd
- 1 applicant order trophy for 1st

TREASURER

Three Year Term (Unlimited Terms) Starts and ends after May IBA Conference meeting
Elected by the membership at the May IBA meeting on years divisible by 3

JOB DESCRIPTION

- Receives dues from Membership Chair
- Collects Honor Bands and District Jazz Band registration dues
- Keep financial records for the association
- Supply a money box for the following:
 - Middle School Honor Band (\$200.00 in \$1 bills - \$150.00 in \$5 bills - \$150 in \$10 bills)
 - High School Honor Band (\$200.00 in \$1 bills - \$150.00 in \$5 bills - \$150 in \$10 bills)
 - Jazz Contest (\$100.00 in \$1 bills - \$50.00 in \$5 bills - \$50 in \$10 bills)
- Pay all bills submitted for the following events:
 - Middle School Honor Band
 - High School Honor Band
 - Jazz Contest
 - Major Landers winners
 - IBA conference
 - IAAE (Iowa Alliance for Arts Education)
- Keep records of all transactions and have financial reports available for
 - Junior High/Middle School honor band meeting
 - NWIBA Winter Meeting (January High School Honor Band Concert - Saturday)
 - IBA May Conference meeting
- Have financial books reviewed annually by three NWIBA members at the NWIBA Winter meeting (January High School Honor Band Concert - Saturday). Members chosen by the President.
- Plan yearly budget with officers
- Provide newly elected treasurer with the district checkbook and spreadsheets of previous years.
- Keep all duties updated in the operations manual.

CURRENT RATES - September 2014

- Junior High/Middle School Honor Band Conductors
- High School Honor Band Conductors
- Mileage based on IHSMA rate (.30 / mile)
- Major Landers Winners
 - First Place
 - Second Place
 - Third Place

CONCERT BAND AFFAIRS CHAIR

Three Year Term (2-Term Limit) - Starts and ends after May IBA Conference meeting
Elected by the membership at the May IBA meeting

JOB DESCRIPTION

- Serve as liaison between NWIBA and IBA in matters concerning concert bands.
 - All-State, Solo and Ensemble Festival, Large Group Festival, IBA Performing Bands
- Attend and prepare reports for NWIBA district meetings: September, January, May
- Attend state committee meetings held by the state chair.
- Keep all duties updated in the operations manual.

MARCHING BAND AFFAIRS CHAIR

Three Year Term (2-Term Limit) - Starts and ends after May IBA Conference meeting
Elected by the membership at the May IBA meeting

JOB DESCRIPTION

- Serve as liaison between NWIBA and IBA in matters concerning marching bands.
- Meet with IHSMA Executive Secretary in Boone at the close of the fall marching season. Be willing to input ideas concerning the operation and evolution of Iowa high school marching bands.
- Attend and prepare reports for NWIBA district meetings: September, January, May
- Attend two state committee meetings usually one at end of fall marching season and one at discretion of the state chair.
- Keep all duties updated in the operations manual.

JAZZ BAND AFFAIRS CHAIR

Three Year Term (2-Term Limit) - Starts and ends after May IBA Conference meeting
Elected by the membership at the May IBA meeting

JOB DESCRIPTION

- Serve as liaison between NWIBA and IBA in matters concerning jazz bands.
- Serve as liaison between NWIBA and District Jazz Contest Chair
 - Communicates any items from the IBA Jazz Committee and from IHSMA to NWIBA District Jazz Contest Chair
- Relay any concerns or questions the district membership may have regarding the IHSMA Jazz Band Festival and make recommended changes to the IHSMA Executive Board.
- Attend and prepare reports for NWIBA district meetings: September, January, May
- Attend two state committee meetings: November at IMEA/All-State and May IBA Conference.
- Keep all duties updated in the operations manual.

TIMELINE OF DUTIES

SEPTEMBER

- Attend NWIBA District meeting
- Prepare verbal report for delivery to members present.

NOVEMBER

- Attend the Jazz Band Affairs Committee meeting in conjunction with the IMEA/All-State Festival in Ames.

JANUARY

- Attend NWIBA District meeting held in conjunction with High School Honor Band Festival. Meeting held at Morningside College.
- Prepare verbal report for delivery to members present.

MAY

- NWIBA District luncheon/meeting; IBA Conference-Friday noon.
- Prepare verbal report for delivery to members present.
- Attend the Jazz Band Affairs Committee meeting in conjunction with the IBA Conference in Des Moines.

JUNIOR HIGH-MIDDLE SCHOOL AFFAIRS CHAIR

Three Year Term (2-Term Limit) - Starts and ends after May IBA Conference meeting
Elected by the membership at the May IBA meeting

JOB DESCRIPTION

- Serve as liaison between NWIBA and IBA in matters concerning junior high-middle school bands.
- Attend and prepare reports for NWIBA district meetings: September, January, May
- Attend two state committee meetings usually one at IBA conference and one at discretion of the state chair.
- Oversee the audition process for selecting our district's student representatives to the IBA 8th Grade Honor Band (May Des Moines).
- Report students' names and other required information to the State Junior High/Middle School Affairs Chair.
- Keep all duties updated in the operations manual.

TIMELINE OF DUTIES

SEPTEMBER

- Attend fall NWIBA meeting. Prepare a report
- Get **Instrument Allotment sheet** from the state Junior High/Middle School Affairs Chair for 8th grade Honor Band. Keep these lists for a few years because they have future years on them.
- The state chair will send a form for you to fill in student names, school, city, and director's names. You can use that form or create your own for audition day. Check the details carefully. Some changes occur from year to year.
- Prepare **Student Information Slips**. They come in handy when you send out the commissioned piece and information, check spelling of names for the program, send extra concert tickets, etc.

OCTOBER

- Over-see the selection process at the junior high auditions. Fill in the IBA band instrumentation list with the top 8th graders. **Be sure only the top 8th graders are selected. NO 7TH GRADERS ARE TO BE ACCEPTED!**
- **DO NOT RELEASE ANY INFORMATION UNTIL EVERYTHING HAS BEEN CHECKED FOR ACCURACY!**
- Announce selections before their rehearsal break. This is a good time to fill out student information slips.
- Collect lists by end of day.
- Pass out IBA Honor Band folders at Junior High-Middle School Honor Band Festival Tryout Day
- Committee meeting at request of state chair
- Request treasurer send student membership fees to State Junior High/Middle School Chair

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NOVEMBER – Rehearsal and Concert Day

- Have students and directors check spelling and information on your forms.
- Announce the 8th Grade Honor Band students' names from each band during the concert and explain what the honor band is about.
- Send in information sheet to State Junior High/Middle School Chair.

APRIL

- Send final instruction letter to participating students for IBA 8th Grade Honor Band. Include: phone numbers for questions, extra tickets, and the commissioned piece. You may want to send it with the music store reps and have it delivered to the school band director to give to their students.

MAY

- Assist in setting up and running of IBA 8th Grade Honor Band at IBA Conference.
- Attend committee meeting.
- NWIBA District luncheon/meeting; IBA Conference-Friday noon
- Prepare report to be handed out to members present.

ELEMENTARY BAND AFFAIRS CHAIR

Three Year Term (2-Term Limit) - Starts and ends after May IBA Conference meeting
Elected by the membership at the May IBA meeting

JOB DESCRIPTION

- Serve as liaison between NWIBA and IBA in matters concerning elementary bands.
- Prepare reports for meetings to be held in September, January (HS Honor Band), May (IBA)
- May IBA Conference: attend the meeting of district Elementary Affairs chairpersons

COLLEGE AFFAIRS CHAIR

Three Year Term (2-Term Limit) - Starts and ends after May IBA Conference meeting
Elected by the membership at the May IBA meeting

JOB DESCRIPTION

- Serve as district representative/liasion between NWIBA and IBA in matters concerning college bands.
- Attend state committee meetings held by the state chair.
- Attend and prepare reports for NWIBA district meetings: September, January, May
- Be available to help in the public schools.

STUDENT AFFAIRS CHAIR

Three Year Term (2-Term Limit) -ends after May IBA Conference or your senior year of college
Elected by the membership at the May IBA meeting

JOB DESCRIPTION

- Serve as liaison between NWIBA and Northwest Iowa Colleges by sending a letter to music faculties, encouraging student membership in the Iowa Bandmasters Association and encouraging attendance at events in November, January, May; especially the state conference in Des Moines in May.

The four colleges in Northwest Iowa:

Northwestern College – Orange City
Buena Vista University – Storm Lake
Morningside College – Sioux City
Dordt College – Sioux Center

- Attend and prepare reports for the NWIBA meetings in September, January-Sioux City, and May (IBA Conference)
- Request membership forms from NWIBA President
- Send letter and membership form to music faculty at each Northwest Iowa College, encouraging students to join IBA and attend the events held in conjunction with IBA and NWIBA: September (followed by lunch/business meeting)
- Prepare verbal report for delivery to members present.
- If possible, attend the IBA meeting held in conjunction with IMEA Conference/All-State Festival in November.
- If possible, attend the NWIBA District meeting @ High School Honor Band Festival. Business meeting is held. Prepare verbal report for delivery to members present.
- Contact colleges one more time, as you did in September, encouraging attendance at IBA Conference.
- If possible, attend the NWIBA District luncheon/meeting; IBA Conference-Friday noon. Prepare verbal report for delivery to members present.

RESEARCH AND DEVELOPMENT CHAIR

Three Year Term (2-Term Limit) - Starts and ends after May IBA Conference meeting
Elected by the membership at the May IBA meeting

JOB DESCRIPTION

- Serve as district representative/liasion between NWIBA and IBA in matters concerning research and development.
- Attend committee meetings at the discretion of the state chair.
- Help distribute surveys regarding the band programs in the state of Iowa. This is done on a 3 year rotation of high school, junior high/middle school, and elementary.
- Results from the survey are published in the Summer issue of the IBA magazine.

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- Take suggestions from the NWIBA membership to the state IBA committee chair for discussion.
- Prepare reports for meetings to be held in September, January (HS Honor Band), May (IBA)

PUBLIC RELATIONS CHAIR

Three Year Term (2-Term Limit) - Starts and ends after May IBA Conference meeting
Elected by the membership at the May IBA meeting

JOB DESCRIPTION

- Serve as district representative/liaison between NWIBA and IBA in matters concerning IBA Outstanding Administrator Award and SAI Scholarship for Outstanding Center at state Festival.
- Prepare reports for meetings to be held in September, January (HS Honor Band), May (IBA)
- Notify membership regarding the Awards & Scholarship via email reminders in: September, November, February, April.
- Deadlines for the applications should be the end of March for the Administrator award and the Friday after the State Solo/Ensemble Festivals for the SAI scholarship.

MENTORSHIP CHAIR

Three Year Term (2-Term Limit) - Starts and ends after May IBA Conference meeting
Elected by the membership at the May IBA meeting

JOB DESCRIPTION

- Serve as district representative/liaison between NWIBA and IBA in matters concerning 1st/2nd year directors.
- Facilitate job transition for non 1st or 2nd year directors moving into Northwest Iowa.
- Answer questions from beginning directors concerning education, district activities, and IBA activities.
- Attend meetings in September, January-Sioux City, and May. Make reports as needed.
- Make one contact per month minimum either by phone or by email with each new director in the district.

TIMELINE OF DUTIES

AUGUST

- Find out who the new (beginning and experienced) directors are in Northwest Iowa.
 - Obtain this information from membership chair - via shared google doc
- Email an introduction/welcome letter to new directors in Northwest Iowa.
- Secure needed information from each new director to be sent to the IBA Mentorship Chair to open lines of e-mail communication.

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- Report on Mentorship Program at NWIBA September, January, May meetings.

SEPTEMBER

- Plan a meeting with new directors/1st year directors at the NWIBA September meeting to hand out necessary items from the IBA Mentorship Chair.

OCTOBER

- Invite and encourage new directors to attend IBA Fall Symposium.

NOVEMBER through MAY

- Invite and encourage new directors to attend IBA Fall Symposium.
- Email and be helpful in answering questions/concerns of new directors.
- Encourage directors to check deadlines for contests, etc.
- Encourage new directors to take advantage of the IBA Mentorship Project.
- Encourage experienced directors around the district to become acquainted with new directors to lend a “helping” hand.

MARCH

- Contact new directors encouraging them to attend IBA in May.

MAY

- Attend Mentorship Committee Meetings/duties at IBA Conference.

IBARD CHAIR

Three Year Term (2-Term Limit) - Starts and ends after May IBA Conference meeting
Elected by the membership at the May IBA meeting

JOB DESCRIPTION

- Serve as district representative/liaison between NWIBA and IBA in matters concerning IBARD.
- Report to the district as needed at scheduled district meetings.
- Help work at the IBARD booth at the IBA Conference in May.
- Works close with the mentorship chair and assist first year teachers when needed.

ENDOWMENT CHAIR

Three Year Term (2-Term Limit) - Starts and ends after May IBA Conference meeting
Elected by the membership at the May IBA meeting

JOB DESCRIPTION

- Serve as district representative/liaison between NWIBA and IBA in matters concerning IBA Endowment Fund.
- The Endowment Fund is established to receive and administer bequests, estates,

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insurance, memorials and other assets, to be perpetual and perpetuating.

- The purpose of the Endowment Fund is to carry out the purposes of the Iowa Bandmasters Association, Inc. ("Corporation") as set forth in its Articles of Incorporation and Bylaws.
- The Endowment Fund shall be administered by the Endowment Fund Committee which shall be responsible to the Board of Directors.
- For more information regarding the responsibilities of the endowment Fund Committee, visit the Iowa Bandmasters Association web site: www.bandmasters.org

MAJOR LANDERS CHAIR

Three Year Term (2-Term Limit) - Starts and ends after May IBA Conference meeting
Elected by the membership at the May IBA meeting

JOB DESCRIPTION

- Serve as district representative/liaison between NWIBA and IBA in matters concerning Major Landers.
- Organize Major Landers Scholarship Auditions to be held on the day of the high school honor band festival (January-Sioux City).

TIMELINE

September

- Set a date for Major Landers Applications to be in to you. Usually around the first of December works well.
- Email the Application due date and all history of Major Landers to **all** district membership, not just high school directors.
 - Include in this mailing previous recipients from NW Iowa, your contact # for further questions, as **you** are the person in charge of all details for NWIBA Major Landers.

November

- Email reminder about Major Landers Scholarship Application deadline.
- Make sure you have received the Major Landers packet from the state IBA chair. The packet will contain the test, interview questions, and biographies.
- When number of applicants are known; email NWIBA Secretary the number of trophies/plaques to order.

December

- Notify the secretary on the number of candidates so trophies/plaques can be ordered.
- Create the schedule for the Major Landers auditions. The time schedule is based on number of students auditioning. Everything needs to be done before noon so the winners can be announced at the afternoon meeting.
- Email to the participating directors detailed information about audition day

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- Schedule, procedures for the day, history of Major Landers, previous recipients from NW Iowa, materials needed-pencils, ?copies of solo music scores for auditors, your contact # for further questions
- Gather a committee to audition & interview each candidate.
 - Usually consists of the president, vice-president, and secretary; unless one of them has a student participating then you may appoint another person. The past-president usually proctors the theory test-contact this person. The committee decides who places first, second, and third.
- Contact the Equipment/Facilities chair for HS Honor Band and have them request that the two rooms be open and available at least hour before the start time.
- Prepare 3 posters for the day (Major Landers Auditions in Room ?)
- Prepare press release
- Have the trophies/plaques in your possession for presenting at January High School Honor Band Concert.

January – High School Honor Band Day – Audition Day

- Arrive at site early to check on rooms being opened, music stand in room. Place posters around the building. Monitor all activities on this day. Deliver the trophies/plaques to the President for presentation at the evening concert.
- Immediately following concert, send congratulatory letter to the winners & all who auditioned.
 - Include in this letter such stuff as thanks for auditioning, desire to become instrumental music teachers, good luck with your future. Hope to have you a part of the Iowa Bandmasters in the future. Inform the 1st place winner about timeline of completing biography and having picture submitted to IBA magazine. Offer your assistance with this, i.e. look at former IBA magazines for examples of a biography.

February

- Check with Major Landers winner to be sure they have their picture and biography sent to the IBA magazine. Provide assistance

April

- Send a “good luck” letter to winner & parents & director; encouragement at IBA auditions; represent NW Iowa very well.

September

- Contact district Major Landers winner from previous May to:
 - Check on college attendance.
 - Verify they are in an Iowa school majoring in instrumental music.
 - Once verified, contact treasurer to have check sent to ???registrar of the college/university.

TECHNOLOGY CHAIR / WEBMASTER*

Three Year Term (2-Term Limit) (Technology Chair) - Starts and ends after May IBA Conference meeting

Elected by the membership at the May IBA meeting

*These two positions can be held by same person or split. If split, the Webmaster position is appointed by the President and has no term limits.

JOB DESCRIPTION

- Serve as district representative/liaison between NWIBA and IBA in matters concerning Technology.
- Maintain, update, and improve the NWIBA website
- Make recommendations to the board for technology purchases
- Attend all NWIBA business meetings and submit a report.
- Upload files as necessary
- Update the [Past Honor Band Programs](#) document. This is a listing of selections performed at HS Honor Band Concerts.

MEMBERSHIP CHAIR

Unlimited Term - Appointed by the President

JOB DESCRIPTION

- Oversee the directory of all instrumental music teachers PK-Collegiate
- Keep NWIBA membership directory up-to-date for posting on website.
- Collect NWIBA dues
- Mail NWIBA dues to Treasurer

April/May

- Keep eyes/ears open about teaching position changes
- At May IBA Conference inquire about changes
- Update google database

June/July

- Keep eyes/ears open about teaching position changes
- Update google database
- Update online membership form
 - Email to webmaster to upload
- Update online google membership completion form

August

- Email communication with new directors
 - Welcome, procedures, dues - NWIBA & IBA, etc.
- Email membership form links to President for newsletter

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- Collect membership forms/dues
 - Follow-up with email for member to finalize/complete membership by going to google form.
- Send dues to the treasurer with spreadsheet on weekly/bi-weekly basis. Determined by amount of dues collected.
- Form a database of current **PAID** members of NWIBA with all contact information and have it posted on the website.
- Be sure all chair for all NWIBA events have a copy of the most current list of paid members.
- Email webmaster a spreadsheet of all current year instrumental music teachers K-12 and Collegiate. Have webmaster upload to website.

September - throughout year

- Collect membership forms/dues
 - Follow-up with email for member to finalize/complete membership by going to google form.
- Send dues to the treasurer with spreadsheet on weekly/bi-weekly basis. Determined by amount of dues collected.
- Create/update google spreadsheet of **PAID** members of NWIBA with all contact information

September

- Share the google spreadsheet of **PAID** members with officers and MS & HS Honor Band chairs. Inform them they have continued access to this sheet and Membership chair updates as dues come in.

October

- Remind Honor Band chairs about access to shared google doc of paid members. Inform them they have continued access to this sheet. Membership chair updates as dues come in.
- Continue to update google spreadsheet of **PAID** members of NWIBA
- Email IBA Secretary for updated list of IBA members.
- Have President contact those who are registered for Honor Bands that they need be members of IBA/NWIBA before registrations are accepted.

November

- 2nd Monday - email webmaster to upload a directory of **PAID** members of NWIBA
- Remind HS Honor Band chairs about access to shared google doc of paid members. Inform them they have continued access to this sheet. Membership chair updates as dues come in.
- Email IBA Secretary for updated list of IBA members.
- Notify District Jazz Band Chair about access to shared google doc of paid members. Inform them they have continued access to this sheet and Membership chair updates as dues come in.

December/January/February

- Email webmaster revised directory when additional members pay dues.
- Remind District Jazz Band Chair about access to shared google doc of paid members. Inform them they have continued access to this sheet. Membership chair updates as dues come in.
- Email IBA Secretary for updated list of IBA members.
- Have President contact those who are registered for Jazz Band Contest that they need be members of IBA/NWIBA before registrations are accepted.

JUNIOR HIGH/MIDDLE SCHOOL HONOR BAND - CHAIR

JOB DESCRIPTION

- Preside at all committee meetings and the director's meeting at the Honor Band Festival.
- Schedule all meetings of the honor band committee – recommended in January-Sioux City, August, and September – if needed.
- Coordinate and work with other committee members to prepare for auditions and festival.
- Prepare fall and spring uploads on NWIBA website.
- Hire and make all arrangements for guest conductors. Work with guest conductors to select program for the honor bands.
- Make facility arrangements with Storm Lake Schools.
- Prepare programs and certificates.
- Make arrangements for recording services.
- Maintain communication with NWIBA Treasurer and President.
- Keep all duties updated in the operations manual.

TIMELINE OF DUTIES

NOVEMBER – following previous festival

- Following Festival - Reserve dates and facilities with Storm Lake Schools for next years.
- Fill out two facility request forms, one for auditions and one for festival and return to SL Facility Director (Currently Pat Fischer – 732-5711, Email). Extra forms are available on request from their office.
 - Specific times and facility needs for auditions: 7:00 a.m. to 5:00 p.m. Number of classrooms needed for centers, gym (bleachers pulled out, 95 chairs in gym for afternoon rehearsal), band room, choir room, commons, cafeteria/study hall for movie, TV/VCR, library, and copy machine.
 - Specific times and facility needs for Festival – 8:00 a.m. – 9:00 p.m. Band room, cafeteria for meeting, locker rooms for changing, gym (bleachers pulled out, 95 chairs in gym, microphone in gym, three rows of folding chairs for audience.

DECEMBER

- If committee meeting in January is planned/needed, email or write committee members
- Possible Agenda Items for January Meeting:
 - Set dates

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- Entry deadline (four weeks before audition date on a Wednesday or Friday)
- Audition scheduling meeting 10 days before auditions if needed (nominations chair has done the scheduling the last few years).
- Auditions: Third Saturday in October or the Saturday before All-State Auditions. Auditions from 8:00-12:00 including recalls, Rehearsal 1:30 – 3:30, Movie beginning at 2:00.
- Festival and Concert – First Saturday in November. Rehearsal from 10:00 – 12:00 and 1:30 – 4:00. Concert at **6:00 p.m.** (Time changed in 2006)
- Determine/Finalize Guest Conductors.
- Etudes/Scales: We specify octaves and ranges, but use suggested tempo. Articulations are left up to individual directors. A four-year rotation of etudes is used with random selection from the rotation (no set used two years in a row).

JANUARY/ FEBRUARY of previous year

- Hire guest conductors for Festival.
 - First contact – Email, telephone – give dates, schedule, honor band format, music selection process, stipend.
 - Follow up immediately with letter and contract. Include past years programs and list of former conductors.
 - After receiving signed contract, send thanks for accepting, request music selections (try to set a timeline), and request bio and picture for program.

MARCH/APRIL of previous year

- Update information for website for the next fall’s honor band auditions and festival including: General information, etudes, audition procedures/materials, dates and times, deadlines, entry fees, Contact the NWIBA President and Webmaster and arrange to post updated materials the week after IBA Conference in May.
- Contact Scott Farragher – Ear Whacks Recording (telephone #)

SEPTEMBER of Festival year

- Send reminder letter to guest conductors with dates, times, place, and directions to Storm Lake HS.
- Begin to layout Concert program, bios, and pictures. <Need to be to printer immediately following Tryout day.>
- Prepare student certificates. Have conductors and NWIBA President send signatures electronically to printer to be printed directly to certificates.
- Check with nominations chair to see if help is needed with scheduling. If so, schedule a work session to assist.
- Contact Storm Lake Schools to confirm dates, times, and facilities needed. Work with Music Chair to contact Storm Lake Music Directors about percussion equipment needs.
- Contact person who volunteered to show movie to confirm.
- Contact Storm Lake Chamber of Commerce: 732-3780. Inform them of students coming on the audition and festival dates. Chamber contacts local restaurants and businesses.

- Check with Mike Wells, Mid-Bell Music store representative, about coffee and donuts in director's lounge audition day.
- Reconfirm with Scott Farragher – Ear Whacks Recording.

OCTOBER/NOVEMBER – from Auditions to Festival

- Finalize corrections to student names and schools.
- PUBLICITY – FAX & email press releases to:
 - Storm Lake Tribune: FAX: email:
 - KAAL Radio: FAX: email:
- Get all program materials to printer including: Concert music, student names and schools, conductor bios and pictures, participating directors list, committee list, NWIBA officer list.
- Get certificates printed, then student names printed on certificates.
- Get Guest Conductor's Plaques. We have used Trophies Plus in Templeton, and Spencer Trophy. Turnaround time with Spencer Trophy is 2-3 days.
- Make motel arrangements for guest conductors in Storm Lake.
- Make supper reservations for guest conductors at The Embers in Storm Lake.
- Contact NWIBA treasurer and make arrangements for checks for guest conductors including mileage, meals, and stipend.

AUDITION DAY

- Help with preparing SLHS for auditions – put up room signs, schedules, move percussion equipment to centers, and help with registration.
- Completed ballots/posting of results.
 - Post results as soon as they are double-checked by volunteers for score addition, school number, spelling, and entered into the computer. Have signs up to encourage directors to check postings for mistakes and correct them with chair before leaving Storm Lake.
 - Suggested Posters:
 - REHEARSAL – 1:30-3:30
 - MOVIE ROOM - 2:00 (Audition Day)
 - DIRECTOR'S MEETING – 2:00 (Festival Day)
 - Concert Day Rehearsal posters (See below)
- Honor Band Rehearsal Schedule and Rooms
 - Audition Day: Band A – Gym, Band B – Band Room
 - Concert Day:
 - Morning rehearsal: Band A – Gym, Band B – Band Room
 - Afternoon rehearsal: Band B – Gym, Band A – Band Room
 - Concert Order: Band B, Band A (Band A sits in bleachers on northwest corner of gym, switches with Band B).
- Announcements for Rehearsals
 - **Audition Day** – at beginning of rehearsal – Congratulations and introduce guest conductors.
 - At break – Double-check names and schools for misspellings, mistakes.

- End of rehearsal – Festival date, rehearsals start at 10:00 a.m., seated by 9:50, take your music with you, practice between rehearsal and festival, make sure you have everything with you when you leave.
 - Festival Day Rehearsal – End of rehearsal – Time to be back from lunch (1:30), Switch rooms before leaving, take stand with you to other room.
 - End of afternoon rehearsal – Concert time – 6:00 p.m., be in seats by 5:30. Dress nicely.
 - Show second band where to sit in bleachers.
 - Second Band – Warm-up- tune-up in Band Room, and then move to bleachers. Behavior expectations. Cases stored in hallway behind gym. After performing put folder under chair.
 - Opening band – Leave folder under chair, leave folding stand, move to bleachers as directed. Behavior expectations. Cases in hall behind gym.
- Director’s Meeting: 2:00 p.m. on festival day.
 - Agenda items to include: Next year’s dates, conductor suggestions, program corrections, new committee member selections, concerns regarding auditions, etudes, etc.
- Keep all duties updated.
- Send thank you notes to all involved.

JUNIOR HIGH/MIDDLE SCHOOL HONOR BAND - AUDITIONS SCHEDULER

JOB DESCRIPTION

- Receive entries from schools.
- Keep records of all entry fees, correlate with member dues paid, and send all fees to NWIBA Treasurer.
- Schedule auditions.
- Mail schedules to schools.
- Prepare audition day packets for directors with all needed information for the festival.
- Coordinate volunteers for rehearsals and festival.
- Keep all duties updated in the operations manual.

AUDITION SCHEDULING

- Prepare spreadsheet prior to September with all audition times and possible centers entered. All Wind auditions are six minutes in length. All percussion auditions are twelve minutes in length.
- Auditors’ students scheduled first. Be careful not to place auditors’ students in their center if at all possible. If duplicate instrument entries from same school, the director is asked if they want their students in the same center or different centers.
- Continue to schedule with closest schools earlier.
- Send copy of schedule to judges’ chair.
- Keep a master copy of schedule with you at all times.

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- Keep track of entry fees paid and not paid.
- Check with NWIBA President/Treasurer as to membership dues paid/unpaid.
- Prepare all forms for director packet for audition day.
- Organize list of volunteers.
- 2007 – All entries should be done electronically, but regular mailed entries are accepted if received by postmark date.
- Keep duties updated and send updates to Chair.

JUNIOR HIGH/MIDDLE SCHOOL HONOR BAND - JUDGES

Familiarize yourself with the duties. Contact past Chairs if there are any questions.

- When purchasing anything yourself, save receipt and send to NWIBA treasurer - Curt Ohrlund, Le Mars
- Keep duties updated on online Google Doc

General Responsibilities

Secure judges for judges for audition day

Prepare judges' information needed for audition day

Help out other committee members as needed.

AUGUST - EARLY SEPTEMBER

1. JUDGES REQUESTING

- a. Line up judges for the number of centers used
 - i. Coordinate with Auditions Chair to find out number of centers/instruments needed
 - ii. Have a sign-up form at the September NWIBA fall meeting for directors interested in judging.
 - iii. Keep up-to-date of directors signing up on the google doc online volunteer list via the "Notification" feature of google spreadsheets
 - iv. Have extra judges on standby in case of emergency replacement on audition day

2. REVISE INFORMATION / PROCEDURES Document - Info to include:

- a. All auditions must proceed in the same manner
- b. Determine scales (articulations are determined by student)
- c. Sight reading material brought by lead judge of each instrument center
- d. Ballots will be returned to the director
- e. Total points up carefully
- f. As soon as you are finished with initial auditions, let us know IMMEDIATELY if there will or will not be recalls. (Multiple centers must.) We will post the information. You will find the necessary form in your packet.
- g. If more than one center per instrument (clarinet, trumpet, flute, trombone, percussion), the first three to audition will be done together by the joint judges to get a common judging base established. Keep track of points.
- h. List in point order your accepted students, assigning to each band.
- i. Attach the band list to the stack of ballots from that band. Arrange the ballots in point order from highest to lowest.
- j. Put unaccepted ballots in point order from highest to lowest. Attach the "Unaccepted Ballots" notice to this stack.

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- k. All-Iowa 8th Grade Honor Band - discuss selection procedure. Does not affect our honor band seating
3. REVISE Judges Post Audition evaluation Google Form

SEPTEMBER -- 2 weeks prior

- Email informational/procedures/ballot template documents to judges
- Email Lead judges specific duties (one week prior)
- Prepare judges packets to be handed out on audition day.

Include in judge's packet:

- 1) Instructions
 - 2) four extra ballots
 - 3) Blank Accepted lists
 - a. Make sure the lines are numbered, so judges do not have to count number of blank lines
 - 4) Blank Recall lists
 - 5) "Unaccepted Entries" Have this written on a blank piece of paper. The judges paper clip this to the unaccepted ballots.
 - 6) IBA Middle School Honor Band information
 - 7) Paper clips
 - 8) Pencils
 - 9) Copy of etudes
 - 10) Recall Ballots
- PERCUSSION PACKETS
 - Percussion etudes
 - Percussion instrumentation Needs list - get this from Music/Equipment Chair
 - Part Assignment Chart for each band - get this from Music/Equipment Chair

AUDITION DAY

1. Arrive at 7:30 to have Judge's Packets available at Registration Table
2. Be ready to solve any crisis, i.e. judge replacements
3. Get the Judge's packets back from judges

POST - AUDITION DAY

1. De-brief on the day
2. Email the Judge's Evaluation Form link - within 24 hours of Audition Day
 - a. Request it be completed immediately while the process is fresh in your mind.
3. Update the Google Docs

CONCERT DAY DIRECTORS MEETING

1. Have prepared general comments to make at the meeting
2. For Example
 - a. Thank you to judges

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- b. General comments from the judge's evaluations comments (Do not mention any names/centers)
- c. Suggestions for future
 - i. If it is a major change in procedure, discuss it w/ HB committee prior to Concert Day, to determine if it should be voted on at the director's meeting.

JUNIOR HIGH/MIDDLE SCHOOL HONOR BAND - MUSIC/EQUIPMENT

JOB DESCRIPTION

- Obtain list of music needed for honor band festival from chair.
- Borrow music from member schools and order other music from Jay's Music.
- Organize folders and put music in folders for honor bands.
- Make arrangements for percussion needs for audition rehearsal and festival.
- Retrieve folders at end of festival concert and return all borrowed music.
- Help out other committee members as needed.
- Keep all duties updated in the operations manual.

TIMELINE OF DUTIES

APRIL/MAY

- Contact Chair for titles needed for festival bands.
- Contact schools (email to entire district membership) to borrow music.

JUNE/JULY

- Order any music that could not be borrowed.
- Go through scores and identify percussion parts needed. List all needed percussion parts. Identify number of players & percussion parts needed to perform each piece.
- Prepare part assignment sheets for percussion auditors.
- Contact Storm Lake directors regarding needed percussion equipment.
- Label folders with part/chair.
- Put music in folders. Put both treble and bass clef baritone parts in folders.
- Send folder number list to Chair prior to auditions.

AUDITION DAY

- Help with setup in gym and band room for rehearsals. Put out folders.
- Make sure all percussion equipment is set up.
- Be prepared to make up extra folders.
- Check with percussion judges as to part assignments, and make sure correct music is in the percussion folders.

- Let percussionists know that they need to bring their own auxiliary percussion. Include a letter in folder stating exactly what the percussion auxiliary instruments are. If a school, does not own them, contact Honor Band **MUSIC** Chair.

CONCERT DAY

- Help set up gym and band room for rehearsal and concert.

POST CONCERT

- Collect folders, locate any missing folders, and sort music.
- Return borrowed music to schools. Offer purchased music for sale. Send a spreadsheet list to webmaster for uploading.
- Deliver empty folders and music to next music chair.
- Keep duties updated and send updates to Chair.

HIGH SCHOOL HONOR BAND - CHAIR

JOB DESCRIPTION

- Preside at all committee meetings.
- Schedule all meetings of the honor band committee – recommended in January, August, and September – if needed.
- Coordinate and work with other committee members to prepare for auditions and festival.
- Prepare fall and spring uploads on NWIBA website.
- Hire and make all arrangements for guest conductors.
- Work with guest conductors to select program for the honor bands.
- Make facility arrangements with Storm Lake Schools and Morningside College.
- Prepare programs and certificates.
- Make arrangements for recording services.
- Maintain communication with NWIBA Treasurer and President.
- Keep all duties updated in the operations manual.

TIMELINE OF DUTIES

FEBRUARY

- Contact Pat Fisher at Storm Lake Community Ed. to reserve audition date.
712- 732-5711
- Send Community Ed. Facility **with map** to Pat.
P.O. Box 638
Storm Lake, IA 50588
- Contact Music Department at Morningside College and ask for permission to use stage and equipment for festival date.
1-800-831-0806
- Contact Morningside College Central Scheduling to reserve festival date & auditorium usage.
1-800-831-0806
- Contact guest conductors.
- Send contracts to guest conductors along with letter, past music selections, and return envelope.

MARCH

- Return contract agreement to Morningside College Central Scheduling.
1501 Morningside Ave.
Sioux City, IA 51106
**We must purchase their insurance for the day. Have them send the bill to the current treasurer.*
- Guest conductor contracts should be returned to you.

APRIL

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- Music selections should be made. Have guest conductors send 1 copy of each piece to you to use for the festival (by August 1).
- Contact current president to be placed on agenda for upcoming meeting.
- Make copies for each director at the meeting that contains director information and music selections.

MAY

- Attend NWIBA May IBA meeting and share audition & festival dates, conductor information, and music selections.
- **Turn over all materials to next chairperson**

JUNE

- Contact local print shop and have student certificates made.
- Have guest conductors submit biography and photo to you for program.

JULY

- Select needed audition materials from current all-state requirements (first 15-20 measures of each etude).
- Forward all information to webmaster for uploading.
 - Nomination forms
 - Audition requirements
 - Music selections
 - Festival day schedule

AUGUST

- Music should be sent to you from guest conductors by this time. Forward music to Music Chair.
- Contact EARSAY Recordings about festival day. 605-334-0996

SEPTEMBER

- Double check audition site and date
- Contact facilities/equipment chair for any needed equipment at auditions.
- Contact adjudicators' chairperson regarding needed judges for audition day.
- Send copy of press release to music chairperson to be placed in folders.
- Contact Secretary about Karl King award winners.
- Contact Karl King award winners for biography and picture for program.

OCTOBER

- Contact nominations chairperson regarding audition day. Check that we have enough audition rooms.
- Prepare program with guest conductor bios, Karl King bios, and director information.
- Contact Midbell <800-798-1000> about supplying coffee & doughnuts for audition & festival days.

NOVEMBER

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- Work with honor band committee during audition day. Arrive early to set up rooms. Take care of any last minute emergencies.
- Bring the following to audition day:
 - Extra audition books for judges
 - Pencils/Pens/Markers
 - Masking tape
 - Scissors
 - Shoe-In sign-up sheet
 - Signs for music pickup
- After audition day, prepare program and send to webmaster for uploading.
- Notify membership through email that they should check web page for spelling errors.
- Send press release to Webmaster for uploading.
- After mistakes have been fixed, take to local print shop, AEA. Find the best price for the best quality. **THIS SHOULD BE DONE PRIOR TO DECEMBER 1st.**
- Send the following to guest directors:
 - Blank seating chart
 - Instrumentation list
 - Percussion Assignments
 - Student Certificates (they are to bring these with them on festival day)
- Make hotel reservations for guest conductors.
 - Comfort Inn – 712-274-1300
- Contact current Secretary about plaques:
 - Guest conductors
 - Karl King Active
 - Karl King Retired
 - Past-President
 - Major Landers
- Order plaques (if secretary has not already done so).
 - Trophies Plus - Doyle Engelen 1-800-397-9993
- Send thank you letter to Storm Lake Schools (MS) for their cooperation and use of facilities.

DECEMBER

- Send copy of completed seating charts to Equipment/Facilities chair
- FAX & email press release to the following:

Sioux City Journal	(712) 279-5059	Email:
Des Moines Register	(515) 284-8103	Email:
KTIV	(712) 239-2621	Email:
KCAU	(712) 277-3733	Email:
KMEG	kmegnews@kmeg.com	
KSCJ (KSUX)	(712) 239-3346	Email:
KGLI (KG95)	(712) 252-2430	Email:
KSEZ (Z98)	(712) 227-3299	Email:
KWIT	(712) 274-6411	Buchanr@witcc.edu

- Contact guest directors about hotel rooms, directions to hotel, and directions to festival site.
- Make lunch & dinner reservations for festival day. Reserve seating for 12-15.
 - Garfield's (712) 276-6505
 - Outback (712) 276-2242

JANUARY

- Festival day:
 - Bring plaques/trophies to festival (if they were sent to you).
 - Arrive early and meet guest conductors. Show them around the building and get them comfortable.
 - Introduce 1 conductor to their band (president will do the other).
 - Make announcements at the end of each rehearsal, including:
 - What time the afternoon rehearsal begins
 - Where to keep instruments after afternoon rehearsal
 - Where to sit during concert
 - How band transition will work
 - What to do with music after concert
 - Thank the students and conductors
 - Coordinate with backstage personnel about how the evening concert will run.
 - Attend NWIBA meeting and ask for volunteers to take tickets and hand out programs
 - Help change band set-up at noon and prior to evening concert.
 - Make announcements at evening concert – what announcements?
 - Make sure to thank guest conductors, honor band committee chairs, and backstage personnel.
- Send thank you letter to guest conductors & ask for suggestions for next year.
- Send thank you letter to Morningside College for use of their facilities.

HIGH SCHOOL HONOR BAND - AUDITIONS SCHEDULING

JOB DESCRIPTION

- Receive entries from schools.
- Keep records of all entry fees, correlate with member dues paid, and send all fees to NWIBA Treasurer.
- Schedule auditions.
- Mail schedules to schools.
- Prepare audition day packets for directors with all needed information for the festival.
- Coordinate volunteers for rehearsals and festival.
- Keep all duties updated in the operations manual.

AUDITION SCHEDULING

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- Prepare spreadsheet prior to October with all audition times and possible centers entered. All Wind auditions are five minutes in length. All percussion auditions are ten minutes in length.
- Schedule with closest schools earlier.
- Send copy of schedule to judges' chair.
- Keep a master copy of schedule with you at all times.
- Keep track of entry fees paid and not paid.
- Check with NWIBA President/Treasurer as to membership dues paid/unpaid.
- Organize list of volunteers.
- Keep duties updated and send updates to Chair.

HIGH SCHOOL HONOR BAND - JUDGES

JOB DESCRIPTION

- Arrange for all audition judges.
- Prepare judges packets with instructions, final report forms, and sight reading materials.
- Help other committee members as needed.

TIMELINE OF DUTIES

SEPTEMBER/OCTOBER

- Line up judges for the number of centers needed.
- Send out judges' informational letters prior to auditions.
- Prepare judges' packets to hand out on audition day. Include: Schedule, report forms, and recall ballots.
- Bring extra audition materials for duplicate centers (flutes, trumpets).
- Keep duties updated and send updates to Chair.

HIGH SCHOOL HONOR BAND - MUSIC

JOB DESCRIPTION

- Obtain list of music needed for honor band festival from chair.
- Borrow music from member schools and order other music from Jay's Music.
- Organize folders and put music in folders for honor bands.
- Retrieve folders at end of festival concert and return all borrowed music.
- Make arrangements for percussion needs for auditions and on Festival day.
- Help out other committee members as needed.
- Keep all duties updated in the operations manual.

TIMELINE OF DUTIES

JULY

- Contact Chair for titles needed for festival bands.

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- Contact (via email) schools (entire district membership) to borrow music. Do this again in September. Summer emails are not checked.

AUGUST/SEPTEMBER

- Order any music that could not be borrowed from Jays Music.
- Go through scores and identify percussion parts needed. List all needed percussion parts. Identify number of players and percussion parts needed to perform each piece.
- Prepare part assignment sheets for percussion auditors.
- Label folders with part/chair.
- Put music in folders. Put both treble and bass clef baritone parts in folders.
- Send folder number list to Chair prior to auditions.

AUDITION DAY

- Be prepared to make up extra folders.
- Check with percussion judges as to part assignments, and make sure correct music is in the percussion folders.
- Let percussionists know that they need to bring their own auxiliary percussion. Include a letter in their folder about bringing their own auxiliary percussion.

POST CONCERT

- Collect folders, locate any missing folders, and sort music.
- Return borrowed music to schools. Offer purchased music for sale. Send a spreadsheet list to webmaster for uploading.
- Deliver empty folders and music to next music chair.
- Keep duties updated and send updates to Chair.

HIGH SCHOOL HONOR BAND - EQUIPMENT/FACILITIES

JOB DESCRIPTION @ MORNINGSIDE COLLEGE

- Set-up and tear down both bands for festival concert.
- Coordinate with chair and music chair.
- Work with Morningside College music department and local schools to secure needed equipment for concert.

TIMELINE OF DUTIES

DECEMBER

- Contact music chair for percussion equipment needs.
- Contact chair for band setup.
- Contact Morningside music department and request usage of percussion equipment, chairs, and stands.
- Contact local school directors and request usage of percussion equipment and stands.

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NIGHT BEFORE THE CONCERT

- Set-up both bands for next day. Work with stage crew and ask for their assistance that evening and the next day. (remember: they know more than you do about their building!)

CONCERT DAY

- Work closely with stage crew (remember: they know more than you do about their building!) reminder: need speaker podium & microphone
- Reset set-up for both bands during lunch.
- Recount needed number of chairs & stands for evening concert.
- Reset band after first band performs.
- Help tear down both bands after concert. Ask for volunteers at afternoon meeting.
- Keep duties updated and send updates to Chair.

DISTRICT JAZZ BAND CHAIR

Volunteer Position

JOB DESCRIPTION

- Works with NWIBA Jazz Band Affairs Chair to stay informed of IHSMA, IBA, NWIBA Jazz guidelines.
- Serves as the District Jazz Contest Chairperson, responsible for the running of the NWIBA District Jazz Contest held in February.
- Keep all duties updated in the operations manual.

TIMELINE OF DUTIES

FEBRUARY/MARCH (14 months prior)

- Confirm date with Le Mars Community Schools for Jazz Contest.
- Hire Judging Panel for following years' Jazz Contest. Quality judges fill up their calendars quickly.

NOVEMBER

- Prepare/revise documents for the website
 - Informational Letter
 - Festival Registration link
 - Personnel and Soloist Forms
- Email documents to webmaster for uploading
- Notify President to include memo in weekly newsletter that updated information is on the website

DECEMBER/JANUARY

- Confirm logistics for contest

THREE WEEKS PRIOR

- Create and publish schedule online and email to all participants and all NWIBA membership.

MAY

- NWIBA District luncheon/meeting; IBA Conference-Friday noon.
- Prepare verbal report for delivery to members present.

DOCUMENTS, CONTRACTS, SCRIPTS

Download templates, documents, contracts, scripts from NWIBA website:
www.bandmasters.org/users/nwiba/

Download in word format and make them fit your purpose.

- Meeting Agenda
- NWIBA Distinguished Service Awards Press Release (Karl King Active, Retired)
- Major Landers Press Release
- High School Honor Band Conductor Contract
- Junior High/Middle School Honor Band Conductor Contract
- NWIBA Jazz Contest Judge's Contract
- Junior High/Middle School Honor Band Script for Concert Announcing (Chair)
- All Iowa 8th Grade Honor Band Script (JH Affairs)
- High School Honor Band Script for Concert Announcing (Chair)
- High School Honor Band Script for Concert Announcing (President)
- High School Honor Band Concert Press Release
- Junior High/Middle School Honor Band Concert Press Release