

PROPOSED POLICIES OF THE GATEWAY BANDS

The following policies have been approved by the Board of Directors of the Gateway Bands. These policies shall be in effect until changed or rescinded by the Board of Directors at any regular or special meeting.

I. Attendance

Band members are expected to attend all rehearsals and concerts. The Section Leader should be informed of anticipated absences. Each member is encouraged to participate in one of the band's committees.

II. Section Leaders

The Section Leaders shall be responsible for dispersing music to the section, making sure all parts are covered for concerts, settling disputes, passing around solo parts, and maintaining the telephone tree for their section.

III. Committees

1. The Librarian shall be responsible for distribution and collection of all music, provide for the orderly storage of all music, maintain an accurate catalog of all band-owned music, and place an identifying symbol on all band-owned music.
2. The Equipment Manager shall be responsible for set up and tear down of equipment required for performances, including chairs, music stands, lights, podium and sound system. The Equipment Manager shall maintain such equipment in good working order. The Equipment Manager shall maintain a written inventory of band equipment with estimated value as well as storage locations.
3. The Personnel Manager shall keep an up-to-date listing of all current band members, including names, phone numbers, addresses, e-mail addresses, instruments and committee membership. The Personnel Manager shall organize efforts to recruit new members and verify instrumentation for performances. The Personnel Manager shall maintain the telephone tree, keep a file of inactive members and maintain an accurate weekly record of attendance. The Personnel Manager shall generate an updated membership and Executive Board member listings, which will be distributed to all active members as needed. The Personnel Manager shall keep a record of Section Leaders.
4. The Historian shall keep clippings, programs and photographs pertaining to Gateway Bands.