



*Operating Procedures
&
Key Documents*

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PERINTON CONCERT BAND

OPERATING PROCEDURES - GENERAL INFORMATION

This document is designed to be used primarily by the Perinton Concert Band (PCB) Board of Directors (BoD) to consolidate important information that affects the day-to-day operation of the organization which cannot be captured in other official documents. This contains information that guides Board members through the responsibilities & roles of their positions and provides supplemental information (such as templates, forms, procedures, etc.). Any other information about how the band operates should be added within.

Portions of the document may be replicated for PCB band members if desired (like excerpts from the roles/responsibilities section), however this is NOT encouraged as there is some sensitive information contained within (such as how to contact the news for concert cancellations, passwords, etc).

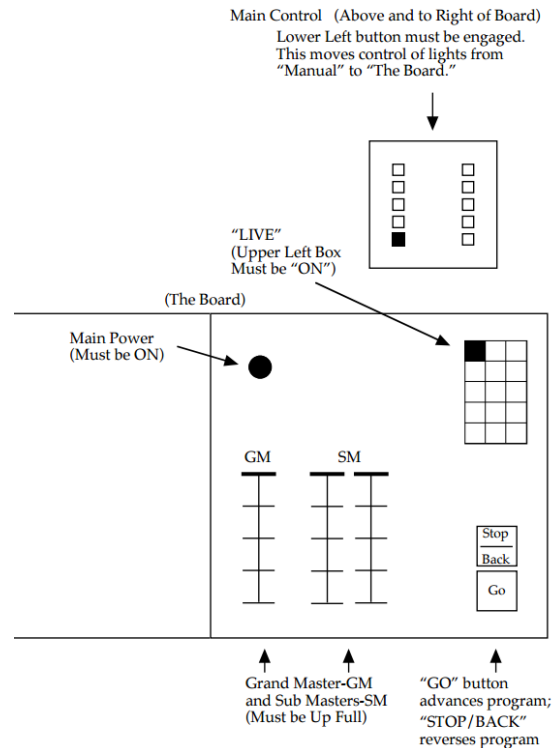
This document should be made available for all BoD members upon their election into their position.

CHANGE LOG

Date	Primary Author	Update
5/2/2016	D. Burlone	Initial version of this document
10/2017	C.Yancey	Consistency update and addition of BOD roles
8/2019	R. Frey	Misc. wording, consistency, minor revisions, added "Conflict of Interest" Policy, added Web Admin and G Suite Admin responsibilities.

CONCERT SETUP PROCEDURES

- Lights
 - Minerva DeLand (Lighting System Overview Compiled by Dick DePasquale 11/5/2013)
 - What you see:



1. Check "Main Control" (above and to the right of the board). This must be set with lower left button engaged in order to enable the board to control the lights
2. If not lit, push "Main Power" to board (round button). This will power up the computer.
3. Use mouse to click "Sergeant's Stripes" and navigate to current show (File -> Open -> Show File Archives -> Perinton Concert Band). Click "OK".
4. Use "GO" to advance through the program; "STOP/BACK" to cancel action or go in reverse order

- Sound
 - Minerva DeLand (PA System Overview Compiled by Dick DePasquale 4/13/2014)
 - **FIRST & MOST IMPORTANT: REQUEST PA SYSTEM FEED TO AUDITORIUM BE SHUT OFF IN MAIN OFFICE PRIOR TO START OF PERFORMANCE. OTHERWISE PA BACKGROUND HISS AND HUM WILL BE CONSTANT & QUITE ANNOYING!**
 - Mic Input Plugs on vertical wall at the far Left Front of Stage
 1. Plug in microphones into channels 1 and 3.
 - Sound Board at the back and left side of the auditorium as you face the stage

1. Use channels 1 and 3 for best results
 2. Power button is located on the back side of the board
 3. The board is plugged into a power strip on the floor
 4. The power strip is plugged into an outlet on the back wall
 5. Be certain the Mute button (purple) for any desired channel is Off. When muted, the amber light above the button is lit.
 6. Set White volume slider(s) for desired channel(s) at 0dB (about 70% up on display). Levels can be adjusted as needed
- Side Room Stage Left
 1. Open glass door
 2. Main power is located at the top right
 3. At center, move the rotating switch to P3 (Performance). This ports sound control to the Sound Board, previously set up.
 4. LED must display P03. Use the up (^) and down (v) keys to reset to P03 if needed.
 5. At Lower Left, find 3 Rocker Switches – Switch all 3 to “On”

CONCERT CANCELLATION PROCEDURES

In the event of inclement weather, emergency, or other situations, which will cause a cancellation of a PCB concert the Publicity coordinator shall contact the following stations and report a cancellation.

- o Send Email to Band Members by personnel chair
- o Publicity Chair to compose email to PCB email list and forward to volunteer handling email distribution list
- o Update Website with cancellation notice on front page by Publicity Chair
- o Notify News media below of cancellation

- o WROC 8 – Updated March 2019
 - § <https://www.rochesterfirst.com/closings-and-delays>
 - § Phone: 585-288-8140
 - § Enter five digit school or business code 90224#
 - § Enter three digit security code 308#
 - § Enter a closing code: 54# (Tonight's Concert Canceled)
- o WHEC 10 – Form Submitted March 2019
 - § <https://www.whec.com/pages/company/closing-registration.shtml>
 - § Old Instructions
 - o Phone: 585-546-5670
 - o Inform voice mail or operator of cancellation
- o WHAM 13 – Confirmed as of March 2019
 - § Phone: 585-334-8743
 - § Inform voice mail or operator of cancellation
 - § Announced 4:30p-7:30p on WHAM and 6:30p-9:00p on FOX
- o WXXI/Spectrum/Time Warner News – Form Submitted March 2019
 - § <http://closings.spectrumlocalnews.com/registration?>
 - § Login: perintonconcertband
 - § Password: greatmusic
 - § Old information
 - o Phone: 585-756-2404 ext. 2
 - o Identify yourself (from PCB) and inform operator of cancellation
 - o Password = “operation snow”

SUCCESSION PLAN FOR DIRECTOR (last update 9/10/14)

1. In the case of a sudden incapacitation of our director, ask the Assistant Director (AD) to be our temporary full time director for the period of time needed to secure a permanent director. This could possibly extend to the end of the current concert season. The AD, with BOD approval, could also ask one or more music teacher(s) in the band to share some of the conducting.
2. The process to select a permanent director shall proceed as follows:
 - a. The BOD shall identify a 3 to 5 person search committee made up of primarily music professionals in the band who are familiar with the available directorial talent in the area. The committee should include at least one BOD member.
 - b. If the departing director is available, he/she shall be asked by the committee to make recommendations as to potential successors.
 - c. As a courtesy, the AD may also be asked by the committee if he/she wants to be considered for the permanent position.
 - d. The search committee shall identify candidates based on criteria listed in section 3 below. Those candidates shall be contacted to determine their interest.
 - e. All interested candidates shall be asked to submit their resume and references to the committee.
 - f. The search committee may cull the candidate list further to identify finalists. The finalists shall be asked to direct one rehearsal (or a portion) as an audition. Based on that audition, the committee may ask selected finalists to direct an additional rehearsal (or portion).
 - g. After all finalists have been auditioned; the band shall be polled by secret ballot as to their preference.
 - h. The BOD will take into consideration the band's preference, but is not bound by it. (The BOD may be privy to information not generally available to the band.) A preferred candidate will be selected by the BOD.
 - i. The preferred candidate will be approached by a small BOD (only) committee to determine any of his/her minimum contractual requirements. An initial salary offering shall take into consideration the band's budget, the salary of the current director and the candidate's credentials and minimum requirements. Other contract provisions shall also be negotiated (# of rehearsals, concerts, etc.)
 - j. If negotiations are successful, a contract will be presented and signed and the process is complete. If negotiations are unsuccessful, the BOD identifies the next most preferred candidate and repeats steps i) and j).

3. Criteria for selecting a new music director

Personal Characteristics:

- a. Comfortable working with adults of diverse musical abilities
- b. Well organized
- c. Personable and respectful
- d. Sense of humor, does not take self too seriously
- e. Displays confidence and leadership
- f. Strong work ethic and goal oriented with a direction, purpose
- g. Good communication skills on and off the podium
- h. Works collaboratively with the Board
- i. Passion for music learning/achievement
- j. Creative, imaginative, curious

Rehearsal / Conducting Skills:

- a. Well prepared for rehearsals
- b. Runs efficient, effective rehearsals with a high standard for musical excellence
- c. Conducts in a clear, accurate, expressive manner and reflects the music
- d. Doesn't talk too much in rehearsal. Conveys succinct direction.
- e. Critical but not demeaning or sarcastic

Knowledge and Experience:

- a. Bachelor degree or higher in Music
- b. Successful band conducting experience (preferably HS or higher)
- c. Good knowledge of concert band literature (past and present)
- d. Good music programming skills. Chooses appropriate music, varied in difficulty and in style
- e. Good knowledge of music history, composers, style, & performance
- f. Good knowledge of wind/percussion instrument pedagogy
- g. Good relative pitch

Bonus Attributes:

- a. adequate vocal / singing skills
- b. Keyboard skills
- c. Exposure to performance with/by great musical artist

ALLEGRO PUBLISHING PROCESS (Last update 9/20/2012)

ALLEGRO is a newsletter published by the Perinton Concert Band (PCB) twice or more a year, depending on circumstances. The normal months for publication are August and February. The newsletter is intended primarily for internal distribution to members of the PCB. The latest issue also appears on the PCB website and can be accessed by the general public*. The Publicity Chair of the PCB board has overall responsibility for ALLEGRO.

*Note: The band's annual financial summary, confidential to PCB members, should NOT appear on the PCB website or other media, which could be seen by the general public.

Timeline and Duties

6 weeks before publication	Board members decide on the general content and who will write the feature articles.
5 weeks before...	The Publicity Chair works with the Membership Chair to ask members to submit additional, relevant articles. The Membership Chair uses the band's email database to reach the members.
3 weeks before...	Articles are sent to the Publicity Chair, who reviews them for appropriateness and forwards them to the Board Chair.
2 weeks before...	The Board Chair proofreads and approves the articles, then sends them back to the Publicity Chair with a copy to the person who will do the layout. This person may vary from year to year and may depend on what layout software is available.
1 week before...	<p>The layout person sends the finished layout to the Publicity Chair, who checks it, then sends it on to the other board members for final approvals.</p> <p>The Publicity Chair gives board members a short deadline for response. A <i>no response</i> by the deadline date will mean that approval is assumed.</p> <p>The Publicity Chair conveys any changes/corrections to the layout person, who makes the edits and shows them to the Publicity Chair for a final check.</p>
Publication date	<p>The Publicity Chair asks the Membership Chair to distribute the final piece to all members via email. The Membership Chair also prints a few paper copies for distribution to band members who request paper. The Membership Chair also provides the PCB Historian with a hard copy for the band's archives.</p> <p>The Publicity Chair sends a digital (pdf) copy of the approved ALLEGRO issue to the PCB webmaster for placement on the band's website. If the issue contains the annual financial summary, which is confidential to the PCB, the Publicity Chair should have the webmaster delete it prior to placement on the site.</p>

RECORDS RETENTION POLICY

Last Update: 2/22/2013 / BOD Approved: 3/6/2013

The table below represents Perinton Concert Band policy with regard to the retention of financial records, documents and other material of a critical or sensitive nature.

Item	Minimum Years to Retain
Financial:	
Bank Statements & Reconciliations	5
Deposit Slips	5 (w/bank rec's)
Funds and Cash transmittal documents	5 (w/bank rec's)
Invoices from vendors	5 (w/bank rec's)
Electronic financial records	5
Financial Statements to Board of Directors (Fiscal Year-end)	Permanent
Cancelled checks (on-line, no hard copy received)	Per Chase bank retention policies
Legal:	
Contracts, Leases, Etc.	2 (current + 1)
Insurance Policies	2 (current + 1)
Minutes of Board of Directors meetings	5
General correspondences	2
Constitution and By-Laws	Perm.
Incorporation documents, tax exemption letters, etc.	Perm.
Governmental & Tax:	
IRS 1096 & 1099 filings (for contractors)	7
NYS Charities Bureau & IRS Non-Profit filings	Permanent

PERINTON CONCERT BAND **CONFLICT OF INTEREST POLICY**

ARTICLE I: PURPOSE

The purpose of this policy (the “Policy”) is to protect the interests of the Perinton Concert Band Inc.(referred to herein as the Band) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Director, Officer, Contractor or Employee of the Band. The Band will not enter into any such transaction or arrangement unless it is determined by the Band’s Board of Directors (BoD) in the manner described below to be fair, reasonable and in the best interests of the Band at the time of such determination

This Policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to not-for-profit and charitable organizations.

ARTICLE 2: RELATED PARTY TRANSACTIONS AND DUTY TO DISCLOSE

A Related Party Transaction is not necessarily a prohibited transaction. Under this policy, if the Band contemplates entering into a Related Party Transaction, the BoD must determine if the transaction is fair, reasonable, and in the best interests of the Band at the time of such determination.

If at any time during his or her term of service a Related Party acquires any financial interest or when any matter for decision or approval comes before the BoD in which a Related Party has a financial interest, that financial interest or potential Related Party Transaction must be promptly disclosed to the BoD together with all material facts. The BoD will then follow the procedures in Article 4 of this policy.

Failure to disclose to the Board a known financial interest or a known potential Related Party Transaction may be grounds for removal from the Board or termination from the Band.

ARTICLE 3: DISCLOSURE AND VOTING

Disclosure: Any Related Party shall disclose in good faith all material facts of his or her financial interest to the BoD.

Non-Participation and Review: All transactions, agreements or any other arrangements between the Band and a Related Party, and any other transactions which may involve a potential conflict of interest, shall be reviewed by the BoD. All Related Parties with a financial interest shall leave the room in which such deliberations are conducted. The BoD will then determine whether the contemplated Related Party Transaction is fair, reasonable, and in the best interests of the Band at the time of such determination. The Band will not enter into any Related Party transaction unless it is determined to be fair, reasonable and in the best interest of the Band at the time of such determination.

Consideration of Alternate Transactions and Comparability Data: If the contemplated Related Party Transaction pertains to compensation for services or the transfer of property or other economic benefit

to a Related Party, the BoD must determine that the value of the economic benefit provided by the Band to the Related Party does not exceed the value of the consideration received in exchange by obtaining and reviewing appropriate comparable data prior to entering the transaction. Comparable data can include (1) compensation levels paid by similarly situated organizations; (2) the availability of similar services within the same geographic area; (3) written offers from similar institutions competing for the same person's services.

In those instances where the contemplated Related Party Transaction does not involve compensation, transfer of property or benefits to a Related Party, the BoD must consider alternative transactions to the extent possible, prior to entering into such transaction.

Voting: The BoD shall, after considering alternate transactions and/or comparable data, determine in good faith by vote of the BoD whether the transaction or arrangement is fair, reasonable, and in the best interests of the Band at the time of such decision. The transaction shall be considered approved by a majority vote of the BoD members present at the meeting. In conformity with the above criteria, the BoD shall make its decision as to whether to enter into the transaction or arrangement and shall document the meeting decision under Article 4 of this Policy.

All Related Parties with a financial interest ***must not be present*** for deliberations and voting on the transaction or arrangement in which he or she has a financial interest. However, Related Parties are not prohibited from providing information regarding the transaction to the BoD prior to the BoD's deliberations. Only the BoD shall vote on Related Party Transactions. No Director or Officer shall vote, act, or attempt to influence improperly the deliberations on any matter in which he or she has been determined by the BoD to have a financial interest. Any attempt to vote, act, or improperly influence deliberations by a Related Party on any matter with which such person has a financial interest may be grounds for removal from the BoD or termination from the Band.

Compensation: A voting member of the BoD or an Officer who receives compensation directly or indirectly from the Band for services or a Director serving as a voting member of any Committee whose jurisdiction includes compensation matters is precluded from voting or acting on matters pertaining to that Director's or Officer's compensation.

ARTICLE 4: REVIEW AND RECORDING OF PROCEEDINGS

The BoD is responsible for the adoption, implementation of and compliance with this policy. The Board (excluding any involved parties) shall review and approve (or disapprove) of any Related Party Transaction involving a Related Party and the Band, as contained in this Policy.

The minutes of all meetings of the BoD at which a Related Party Transaction is considered shall contain the names of the persons who disclosed or otherwise were determined to have a potential or actual financial interest and/or conflict of interest, the nature of the potential or actual financial interest and/or conflict of interest, any action taken to determine whether a financial interest or conflict of interest exists, and the BoD's decision as to whether a financial interest and/or conflict of interest exists.

ARTICLE 5: INITIAL AND ANNUAL DISCLOSURES

At the first BoD meeting of the Band's fiscal year all new members will be given a written copy of this policy. Also at the first meeting, each member of the board will be asked to complete and sign the document in Appendix A - "Annual Conflict of Interest Statement for the Perinton Concert Band". The completed and signed documents will be maintained by the Secretary.

ARTICLE 6: DEFINITIONS

- Board of Directors (BoD). The body responsible for the management of the Band.
- Director. Any voting or non-voting member of the governing board of the Band, whether designated as a director, trustee, manager, governor, or by any other title.
- Financial interest. A person has a financial interest if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving the Band.
- Officer. A person who has the authority to bind the Band as designated in the bylaws of the Band.
- Related Party. Persons who may be considered a Related Party of the Band under this Policy include:
 - o Directors, Officers, or employees or contractors;
 - o Relatives of Directors, Officers, Employees or Contractors;
 - o Substantial contributors to the Band (within the current fiscal year or the past five fiscal years);
 - o Any non-stock entity controlled by one or more employees.
- Related Party Transaction. Any transaction, agreement or any other arrangement with the Band in which a Related Party has a financial interest. Any Related Party Transaction will be considered a conflict of interest for purposes of this Policy.
- Relative. A Relative is a spouse, ancestor, child (whether natural or adopted), grandchild, great grandchild, sibling (whether whole or half-blood), or spouse of a child (whether natural or adopted), grandchild, great grandchild or sibling (whether whole or half-blood), or a domestic partner as defined in section 2994-A of the New York Public Health Law.

Adopted by the Perinton Concert Band Board of Directors at a meeting on April 5, 2017

**ANNUAL CONFLICT OF INTEREST STATEMENT
FOR PERINTON CONCERT BAND BOARD MEMBERS**

I, the undersigned attest to the following (Check all that apply):

_____ **I have read**, understand, and will comply with the Perinton Concert Band Conflict of Interest Policy

_____ **I do not** have a relationship with, or financial interest in any corporation, organization, partnership or other entity which provides professional or other goods or services to the Perinton Concert Band for a fee or other compensation. (A list of some businesses with which the band has used for goods or services is listed below.)

_____ **I do not have a relative** who has a relationship with, or financial interest in any corporation, organization, partnership or other entity which provides professional or other goods or services to the Perinton Concert Band for a fee or other compensation. (A relative is defined as a spouse, child, grandchild, great grandchild, sibling, or spouse of a child, grandchild, great grandchild or a domestic partner.)

_____ **I, and/or a relative of mine, DO** have a relationship with, or financial interest in a corporation, organization, partnership or other entity which provides professional or other goods or services to the Perinton Concert Band for a fee or other compensation. Explain the nature of the relationship on the lines below.

Signature: _____ Print name: _____ Date: _____

Businesses with which the Perinton Concert Band has dealt with in the past are as follows:

642 Ridge Rd. LLC (Office landlord)	Avon Products	Canaltown Insurance Agency Inc.
Al Hemer Music Corp	Atlas Music	Enjoy the City North
Frontier Comm. (Telephone Co.)	Haines Enterprises	Heveron & Co. (CPA firm)
J. W. Pepper Music Co.	Nuvisit Corp. (web maintenance)	OfficeMax
Rapid Printing	Staples	

Note: This list may not be exhaustive at the time of signing.

ROLES & RESPONSIBILITIES

This section outlines the various roles and responsibilities of the membership of the board of directors. The following has been drafted by numerous individuals mostly as a guide to what their primary function was on the board. These roles and responsibilities may change over time and the chairperson may elect to volunteer help from board members as needed.

CHAIRPERSON

- Own concert Checklist
- Contracts for Conductor and Assistant Conductor
- Weekly announcements during rehearsal
- Establish BOD meeting agenda
- Facilitate Board meetings
- Review contracts with Concert Manager
- Periodic review of Constitution and By-Laws
- Resolution of BOD and band member issues
- Allegro Chair article and final proofing prior to distribution
- Pick up weekly mail
- Review financial statements – savings account and investments
- Accept band member donations and complete paperwork and forward donation to treasurer

VICE CHAIRPERSON

- Assume the responsibilities of the Chair in her/his absence.
- Share in seeing contractual obligations are met by conductors, as well as setting obligations for board approval
- Survey band membership for input to the board
- Assist with board positions as needed (library, secretarial, researching & gathering venue proposals)
- Work to enhance the spirit of the group. Motivational plans to increase audience/ticket sales/income of the band
- Accept additional requests from board and conductor to help the band function smoothly

TREASURER

- 1) Budgeting - Develop and submit to the Board of Directors a financial budget proposal for the coming fiscal year (7/1 thru 6/30) by no later than the first board meeting in October. The board will approve and/or recommend changes by the end of October.
- 2) Bank and Fund Activities
 - a) Maintain a current checkbook, fully reconciled to the bank statements monthly. All electronic records must be backed-up on a quarterly basis (minimum).
 - b) Pay all bills, invoices or other payments due within 30 days of receipt or prior to the payee's due date, whichever is sooner.
 - c) Deposit all funds within 15 days of receipt. See "Segregation of Duties" for details on funds transmittals to the Treasurer.
 - d) Periodically forecast cash requirements and ensure checking account has sufficient cash to pay all invoices, bills etc. on an ongoing basis. This is accomplished by transferring funds from the Band's mutual funds to the checking account.
 - e) Maintain backup documentation with all reconciled bank statements that demonstrates the validity and/or board approval of the expenditure.
 - f) Maintain a current accounting of all investment funds fully reconciled to the statements from the fund manager(s).
 - g) Issue invoices as required and maintain a current log of all Band receivables. The Treasurer must follow-up on past-due items.
 - h) Cooperate with the Financial Oversight Committee in all their required oversight tasks.
 - i) Provide external auditors all requested data.
 - j) Maintain all bank statements, reconciliations, fund reports, governmental filings, etc. for a minimum of five years.
- 3) Reporting
 - a) Report the Band's actual financial results and comparisons to the budget at a minimum of twice per fiscal year. (January and final year-end).
 - b) Report to the Board or the FOC receivables aged over 90 days.
 - c) Prepare and file all reports required by the US Government and the NY State Charities Bureau. Prior to filing, the reports must be reviewed and approved by the FOC and the Band Chairperson.
- 4) Segregation of Duties
 - a) A "Funds Transmittal Document" must accompany all cash and checks for deposit given to the Treasurer. This is a two-part document with a receipt portion that must be signed by the Treasurer and given to a member of the FOC by the person originally transmitting the funds. The FOC will reconcile a sample of these receipts to the bank statements a minimum of two times per year.
 - b) The Treasurer must not have access to the Band's PO Box.
 - c) The Treasurer must provide access to another BOD or FOC member to on-line banking records to enable an independent review of transactions, check images, etc.
 - d) The Treasurer shall e-mail or otherwise transmit electronic back-up (Quicken) data files to FOC members at a minimum of twice per year. This also provides for disaster protection should the original files be lost due to fire or other natural disaster.

FINANCIAL OVERSIGHT COMMITTEE (FOC) (Last updated / approved 10/2017)

- 1) One or more members of the Financial Oversight Committee (FOC) shall perform the activities listed below at least once per fiscal year. Random sampling may be used to complete the reviews.
 - a) Review bank statement reconciliations for accuracy and completeness
 - b) Review asset account statements for accuracy and completeness
 - c) Validate that cash receipts of the band have been properly deposited (See below)
 - d) Validate that financial transactions have been properly authorized
 - e) Review any receivables for undue aging and take action as required
- 2) The full FOC shall review the Band's investment portfolio annually (at a minimum) and recommend to the full board any changes. Authority to change the portfolio mix rests with the Board of Directors (BOD).
- 3) The full FOC shall review the documented "Duties of the Treasurer" annually and revise if needed.
- 4) At least one member of the FOC shall review and approve any required governmental reports prior to filing. The Chairperson typically must co-sign these reports with the Treasurer.
- 5) The FOC shall monitor the implementation of all audit recommendations on behalf of the BOD.
- 6) The FOC shall adopt and maintain a records retention policy.
- 7) The FOC shall ensure the proper segregation of duties as follows:
 - a) All Band mail must be sent to the Band's PO Box and *the Treasurer shall not have access to a box key.*
 - b) A "Funds Transmittal Document" must accompany all cash and checks for deposit given to the Treasurer. This is a two-part document with a receipt portion that must be signed by the Treasurer and then given *by the person transmitting the funds* to a member of the FOC or the Band Chairperson. The FOC will reconcile a sample of these receipts to the bank statements a minimum of once per year. (See 1c above).
 - c) The FOC shall ensure all accounts held by the band are inspected on a periodic (minimum quarterly) and random basis by an FOC or BOD member other than the treasurer. The purpose of the inspection is to look for any transaction that appears to be unrelated to band business or involve unusually large dollar values. Any questionable transactions not reasonably explained by the treasurer should be brought to the attention of the BOD.
 - d) A back-up to the Treasurer must be identified that could temporarily fulfill the duties of the treasurer should he/she become incapacitated.
 - i) That person should have signature authority on file with all appropriate financial institutions. Alternatively, a BOD member may have signature authority and sign for checks written by the back-up Treasurer.
 - ii) Any financial software packages and electronic data files used by the Treasurer must be accessible by the backup. Backup data files should be sent to FOC members by the Treasurer whenever updated but twice per year at a minimum.
 - iii) A list of the various identification numbers used by the band for financial purposes must be maintained and available to the backup. The data required is as follows:
 - (1) Checking and Asset account numbers (e.g. Mutual Funds, CDs, etc.)
 - (2) Federal Tax ID number
 - (3) NY State Charities Bureau Registration number
 - (4) NY State Sales Tax Exemption number and certificate
 - (5) Online access log-on ID(s) and password(s).
- 8) The FOC shall keep the full Board periodically appraised of progress in discharging its duties. Any observations of questionable activities should be reported immediately.
- 9) The FOC shall monitor the Board of Director's adherence to the Conflict of Interest Policy concerning the required annual written disclosure by all Board members.

PERSONNEL MANAGER

Overview:

The PCB Personnel Manager (PM) has three main responsibilities.

- Coordinate communication within the band. If there is a job within the group has to do with **collecting information from the group** or deals with **disseminating information to the group** this is a job for the PCB Personnel Manager (to either do or delegate).
- Track attendance and notify the music director (and if desired the assistant music director) of attendance issues of all band members. It is recommended to keep this information available at least electronically via the dropbox and hard copy so we can track trends.
- Process and file new applicant applications, and guide them through the process.

In addition to the two main responsibilities, the PCB Personnel Manager has some auxiliary responsibilities.

- The PCB PM is responsible for regularly checking and updating the PCB Band Phone line with appropriate information. They are also responsible for returning calls or forwarding messages to the appropriate board member(s). Rationale: The PCB Band Phone line is one way for band members to report they will not be at rehearsal, thus the PCB PM must check the line at least 1x per week, which is why this responsibility falls to them.

Weekly Responsibilities:

- *Monday: Send out a reminder with at least the following information included*
 - Time & location of rehearsal
 - What section(s) has/have setup & teardown
 - A reminder to the group to inform you, the Personnel Manager, of upcoming attendance issues
 - Band setup
 - Any other announcements
- *Tuesday: Consolidate all immediate (for Wednesday's rehearsal) attendance issues for individuals and send this information to the Music Director.*
- *Wednesday:*
 - Check PCB band line for any inquiry calls and either return said call or forward appropriately.
 - Generate a hardcopy of absences for the Music Director. To generate this hard copy:
 - Consolidate all immediate attendance issues received via email
 - Consolidate all immediate attendance issues received via PCB phone line.
 - This hardcopy should also contain a list of PCB members unable to play the immediately approaching concert.
 - Take actual attendance of individuals attending rehearsal
 - For absent individuals who have not informed you prior to rehearsal, touch base with them the following day.

*Other announcements are things that any board member or the musical directors are interested in sharing with PCB (Allegro Newsletter, audio examples, good news, etc). If a PCB members asks to share something, unless it's deemed by the personnel manager as acceptable (meaning the PM takes responsibility for the info), it should be reviewed by the PCB BoD before distribution.

Concert to Concert Responsibilities:

- Update PCB phone line outgoing message to reflect the next concert.
- Remind Musical Directors about individuals not able to play the immediate concert (via weekly hard copy attendance sheets).
- Work with Concert Manager to review and revise the program personnel list per concert and ensure it accurately reflects the individuals who are playing the immediate concert.

Monthly Responsibilities:

- Attend PCB Board of Director meetings. At this meeting present applications of people interested in joining PCB.

Yearly Responsibilities:

- Consolidate a list in July/August of members who will be:
 - Returning for the following concert season
 - Able to perform the Sept. Amphitheater Concert (and rain date)
 - Able to attend the rehearsal prior to the Amphitheater Concert.
- Update the PCB contact info sheet by verifying all active members' contact info (this may happen several times if new members are accepted in the ensemble)
- Based on attendance at the last rehearsal of the year award Perfect Attendance.

One-Off Responsibilities:

- Process (see application process document) and file (electronically) PCB applications from potential candidates.
- Support/initiate the Allegro publication process (see Allegro Publication Process document).
- Inform PCB members of rehearsal cancellations and or last minute changes
 - PCB PM shall this via a voice phone call. Note: they may choose to coordinate a phone tree.
 - Update PCB phone line outgoing message to reflect cancellation of rehearsal.
 - PCB PM may use other forms of communication (email, SMS, telegraph, smoke signals, etc) in **addition to** a voice call, however the voice call is **mandatory** (though it may be delegated via a call tree).

Notes:

- To access PCB Band Line:
 1. Call 585-234-2585
 2. Once the outgoing message starts to play press *
 3. Enter Passcode: 2585
 4. Follow Voice Prompts
- To access PCB Email go to mail.google.com
 1. Username: perintonconcertband
 2. Password: perinton

PUBLICITY

Publicity performs and oversees activities to publicize the Perinton Concert Band concerts and include:

- Publish the Allegro two times per year (August and February).
- Oversee the creation of graphics (Posters, website graphics, email graphics, concert season postcard) for each concert. A volunteer may handle the artistic part of this task.
- Oversee the PerintonConcertBand.org website (administered by Webmaster)
- Perform the posting of information to the Perinton Concert Band Facebook page, including event scheduling and concert information posting.
- Perform the creation of concert email announcements and submitting to the PCB Email handler for distribution
- Perform the USPS mailing of concert announcements.
- Perform the electronic emailing of concert announcements to businesses.
- Perform the electronic concert announcements at local event calendars and Fairport Central Schools
- Oversee the hanging of the PCB banner prior to each concert (may be handled by a volunteer).
- Execute the cancellation of a concert, upon authorization of a designated Board Member

A table of detailed activities can be found in a separate “Publicity Activities” document on G Suite.

CONCERT MANAGER

- Arrange rehearsal/concert venues
- Secure Fairport District Calendar through Susan Walz (swalz@fairport.org) This person may change from year to year.
- Confer with the conductor for a rehearsal/concert schedule
- Send out suggested schedule to the BOD for approval
- Submit building use form with proposed schedule to Minerva DeLand. Contact person at the school changes often but find out who it is.
- Submit building use form* to Johanna Perrin or Martha Brown to schedule unavailable dates at Minerva DeLand. Contact person at the school changes often but find out who it is at these schools.
- Arrange a location for any rehearsal date that is cancelled during the season. If it is an emergency change, inform the personnel manager of the change so he/she can notify the band members of the change of location.
- Make arrangements for other concerts such as the Gazebo and Canal Days events. Sign contracts, make sure there are chairs and sound, and accept payment for the event. Take care of any other arrangements the event may require. Follow concert guidelines document.
- Create tickets for each concert six weeks in advance and have them available to the band members.
- Create programs for each concert and send to the BOD for proofing then send to printers 1½ weeks before the concert – Rapid Printing - Victor (Amy, amy@rapidprintandmarketing.com contact person) and have at dress rehearsal. Pass tickets and programs to the Member at Large to bring to the concert.
- Take care of any concert/rehearsal business that comes before the band and delegate responsibilities to others as needed.

Note:

*Building Use Form can be found at <http://www.fairport.org/Community.cfm?subpage=40328> [as of 5/1/2016].

SECRETARY

The Secretary will keep records of all meetings of the BoD and full membership and other permanent records as may be necessary. The Secretary will also be responsible for mailing all required meeting notices, thank you notes and sympathy cards.

LIBRARIAN/PROPERTY MANAGER

The Librarian/Property Manager will distribute the music folders at all rehearsals and concerts. S/he is also responsible for maintaining, indexing, and cataloguing the band library.

MEMBER-AT-LARGE

The Member-at Large may be assigned responsibilities by the Chair of the Board, which may include assisting other Board Members in the exercise of their duties. The Member-at-Large will also serve as a liaison between the band members and the BOD.

OTHER VOLUNTEER POSITIONS NOT ON BOARD OF DIRECTORS

WEBSITE ADMINISTRATOR

The Website administrator develops and maintains the perintonconcertband.org website. This person takes direction from the Publicity chair as most information on the website is related to publicizing the band. This includes regularly updating the announcements on upcoming concerts.

G SUITE ADMINISTRATOR

The G Suite administrator maintains the band's Google G Suite and takes direction from the Chairperson of the band. This includes adding and removing members, typically the PCB board of directors. Additionally maintains the file storage organization and accessibility to drive areas by managing permissions.

PERINTON CONCERT BAND – FORMS and TEMPLATES

CONCERT INFORMATION CHECKLIST

Concert Date:

Chairperson

1. Oversee the entire checklist _____

Concert Manager

1. Guest Artist contracts _____
2. Programs: Prepared for editing 4-6 weeks before event – date _____
3. Programs: To the printer 3-4 weeks before event – date _____
4. Tickets: Printed 5-6 weeks before event and to band members – date _____
5. Secure the following as necessary for the event:
 - a. Location _____
 - b. Room Usage Fee _____
 - c. Chairs (55) _____
 - d. Stands (55) _____
 - e. Dress _____
 - f. Sound System _____
 - g. Mics and Stands _____
 - h. Lights _____
 - i. Tables _____

Conductor/Asst. Conductor

1. Provide info for publicity and program – 7 weeks before event – date _____
2. Secure and communicate with the guest artist _____

Librarian

1. Provide the necessary music for the event as soon as the program is chosen _____
2. Collect, organize, and return all music to the library or other resources _____

Member-at-Large

1. Secure volunteers for the following
 - a. To hand out programs _____
 - b. Take tickets and manage the ticket desk _____
 - c. Sell CDs (if available) _____

- d. Work Lights _____
 - e. Sound System _____
 - f. Deliver Ticket/Flyers to outside sources (Rec Center) & Pick up money from sales after the event _____
2. Set up Band Photo at entry to event. _____

Personnel Mgr

- 1. Keep an accurate list of personnel for each even and communicate to conductor _____
- 2. Communicate personnel to conductor 3-4 weeks before a concert for program editing _____

Publicity

- 1. Flyer: Printed 4-6 weeks before event – date _____
- 2. Email List: Provide communique for the band’s email subscribers to email list manager – 2 weeks before event – date _____
- 3. Publicity Banner: 2 weeks before event – date _____
- 4. Press releases: Prepared 6 weeks before the event, released 4 weeks before the event or the required lead time suggested by the media – date _____

Secretary

- 1. Communication as necessary before the event and thank you notes within one week of the event. _____

Treasurer

- 1. Accept payment from Concert Manager for events. _____
- 2. Prepare and have available a cash box(es) for the event. _____
- 3. Close out expenses and gains for event. _____
- 4. Manage any additional costs for the event (Guest artist fees, etc.) _____

Vice Chair

- 1. Crew – Setup for event _____
- 2. Crew – Other _____

PERINTON CONCERT BAND APPLICATION

Please complete the following application and return it to the Personnel Manager either by e-mail (perintonconcertband@gmail.com) or to Perinton Concert Band, Attn: Personnel Manager, PO Box 33, Fairport, NY 14450.

Name	
Address	
Phone: Home Work Cell	
E-mail address	
Major Instrument	
Other Instruments	
How long have you been playing your major instrument?	
Please list bands and/or orchestras of which you've been a member. What high school and if applicable college bands and/or orchestras have you participated in?	
How did you hear about the Band?	
Please tell us any additional information that you feel we should know.	

PERINTON CONCERT BAND APPLICATION (continued)

To be a member of the Perinton Concert Band, you must be at least a high school graduate and commit to the rehearsal and concert schedule. In general, the Band rehearses once per week and performs in concert about eight times per year (from September to Mid June). Please contact the personnel manager (perintonconcertband@gmail.com) for more information about attendance.

Your membership in the band will also be based upon the band's current instrumentation needs and an acceptable level of musical competence. Musical competence will be determined by one or more of the following:

- A probationary period of four rehearsals, at the end of which time you will be notified in writing if you will be invited to become a member of the band.
- Submission of an audio recording, if you have one available
- An audition (a meeting with the Music Director to play selections from the band's current concert repertoire, and/or a piece of the Music Director's choosing.)

Please read the enclosed literature carefully before making the decision to apply to the Perinton Concert Band.

PCB WEEKLY EMAIL TO MEMBERS TEMPLATE/EXAMPLE

Below is an example of the typically email that a personnel manager will send to the band on a weekly basis. Some items are subject to change however, location, time, setup info are required. Note - it is best to BCC large distribution lists (like that going to the PCB Band Membership).

Subject: PCB - April 13th Rehearsal

Good afternoon PCB Members!

For this week:

- Rehearsal will be at Minerva DeLand **7:30 - 9:30**
- Low Brass & French Horns have set up & tear down, please see the setup/teardown information included below.
- Take a moment and reference Chuck's recent email and listen to the choral and band arrangements of Serenity via the [link he provided](#). Make sure you are selecting Serenity by Ola Gjello!
- Please take a moment to listen to the YouTube video Dick mentioned in rehearsal:
 - [Symphony Suite from "Star Trek"](#)
- Attached is an interesting article Dan Stare found regarding Jupiter. Check it out!
- Consider using smile.amazon.com for any orders you make on Amazon.com as a percentage will be donated back to PCB! You can either select to donate to PCB through the main smile.amazon.com page or simply click here: <http://smile.amazon.com/ch/22-229042>
- Please continue to keep me informed of any future absences or attendance issues!

Thanks!

-Dave

PCB Setup (as of 2/1/2016)

Row One: 7; Place the center three in a straight line with the **front** chair legs on the light to darker wood transition line. Flare seats 1 & 2 and 6 & 7.

Row Two: 9; Arrange so that there is a slight gap between the bass clarinet seat (3rd in from the right side) and the 1st chair clarinet.

Row Three: 15; Make sure that the five horns (the farthest right chairs) have ample room.

Row Four: 15; Make sure the 6 trombones (the farthest right chairs) have adequate slide room. Also make sure trumpets have adequate room behind row three to allow the sound to "get out".

Row Five: 4; All Tubas, Centered; position roughly in front of the bass drum

One stand per chair

Minerva DeLand Reset (as of 9/23/2015)

Row 1: 10 Chairs, 6 Stands

Row 2: 17 Chairs, 10 Stands

Row 3: 21 Chairs, 14 Stands

Row 4: 18 Chairs, 10 Stands

CONDUCTOR ATTENDANCE INFORMATION TEMPLATE/EXAMPLE

The following should be communicated to the conductor on Tuesday via email and an updated hardcopy on Wednesday before rehearsal starts. It contains individuals who will be absent and late at the rehearsal the week of and those who will not be playing the upcoming concert. Once a significant number of individuals have provided their availability for the concert following the upcoming concert, make this information available as well. Also provide any helpful notes to the conductor regarding upcoming attendance.

PCB – FEBRUARY 24th ATTENDANCE

Absent:

Alex Pitnell (flute)
Russ Rines (trumpet)
Bob Zale (tuba)
Bob Whilte (percussion)

Late:

Alex Barbato (flute)
Jo Ellen Pinkham (flute)
Pat Kinney (clarinet)

Note:

Following week has many absences due to Music Educator's Concert that many in our group participate in.

Not Playing the February 26th Concert:

Cindy Yancey (bari sax)
Russ Rines (trumpet)
Keith Elder (tuba)
Bob Zale (tuba)

Note Playing April 29th Concert:

Dave Burlone (tenor sax)

FAIRPORT BUILDING USE FORM

This form is used primarily by the Concert Manager to reserve different facilities in Fairport for use for rehearsals and concerts. If viewing this document in MS Word, you may double click the following page to open an editable form.

<http://www.fairport.org/Community.cfm?subpage=40328> [as of 5/3/2016].

**Fairport Central School District
APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES**

Person in Charge (PLEASE PRINT)

Application Date	School Building	Room or Facility	Date(s) Requested	Hours	
				From	To

Organization Name	Actual Time of Event

Estimated Attendance	Number of Supervisors	Purpose for Use of Facility (Explain Completely)

Personnel Required & Fees (See attached Schedule) Facility Use Fee/hour \$ _____ Custodial Rate/hour \$ _____ Other _____ \$ _____	Furniture and Equipment Needed _____ Equipment to be brought in by Organization _____
--	--

General Liability Insurance: Organizations/Persons using school facilities shall provide the District with proof of liability insurance with the Fairport Central School District listed as an **Additional Insured** at limits equal or greater than \$1,000,000 per occurrence and \$2,000,000 aggregate. Where it is determined such certificate is not feasible, limits will be at the discretion of the District.

Hold Harmless Agreement: The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the District for the use and care of the facilities. He/she, on behalf of _____ (Organization), does hereby covenant and agree to defend, indemnify and hold harmless the District from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connections with the actual or proposed use of District's property, facilities and/or services by Organization.

Signature of Person in Charge	Title	Date
-------------------------------	-------	------

Address _____ Telephone _____

Reviewed by:

CHECK ONE: Approved _____ Disapproved _____

_____ _____
 Building Principal/Director of Athletics Date

Distribution: Applicant (ORIGINAL)

Principal Head Custodian Buildings & Grounds

Updated: BusinessOffice/Shared 9/12

REGULATIONS

1. Application for the use of Physical Education Facilities and Grounds shall be filed with the Director of Physical Education and Athletics. All other applications shall be filed with the respective building principal.
2. Reservations must be arranged by the responsible representative of the organization at least two (2) weeks prior to use. Annual reservations must be renewed at the beginning of each school year.
3. In cases of conflict of dates, established priorities are followed after activity leaders are consulted by the appropriate administrator.
4. Use of district facilities on Sundays for school-related or non-school-related activities is discouraged and will be considered only in an emergency.
5. All activities must be properly supervised by the organization. The number of supervisors is determined by the building principal and/or Director of Physical Education and Athletics.
6. Responsibility for any damage resulting from the use of school facilities is assumed by the person whose signature appears on the form. Responsibilities and payment for any damage resulting from use of the facility is assumed by the organization.
7. The facility is to be left in a clean condition which includes cleaning up any litter and repositioning furniture.
8. Supplies and equipment in the room or area reserved may be used only if prior arrangements have been made. No custodian is authorized to loan supplies or equipment.
9. All activities must be properly supervised by the facility user.
10. School authorities reserve the right to reject any member of a group or the entire group, guilty of unsatisfactory conduct, abuse of facilities, or not following regulations.
11. The use of open flames such as candles in school buildings is prohibited.
12. Smoking is prohibited in school buildings and on school grounds.
13. Storage of non-school property is limited. Request for storage must be submitted on the application. If equipment, apparatus, scenery, decorations, or other materials are brought into the building, it must be so stated on the application and fire safety regulations must be satisfied. The responsible organization assumes all risk for such storage.
14. All groups must be out of the building by 10:15 p.m. Buildings will be closed at 10:30 p.m. unless authorized by the building principal or Director of Physical Education and Athletics.
15. The group using the facilities is limited to the assigned area.

16. No hazardous materials are to be brought on property for use by organizations.
17. No alcoholic beverages or illegal substances should be brought into or used on any school property.
18. School personnel will be on duty during the hours of the event. If kitchen equipment is used, a school cafeteria worker must be present to supervise the use of the equipment. Other specialized supervisory personnel may be assigned at the discretion of the school district.
19. Labor costs will be computed on basis of current wage rates and fringe benefits. Overtime is charged at time and one-half.
20. Fees for the use of facilities may be charged in addition to the labor costs, at the discretion of the school district.
21. Payment is to be made to the Business Office upon receipt of billing from the school district. Invoice not paid within 45 days may result in revocation of further facility use by the delinquent organization.
22. Hunting is prohibited on school property.
23. The following activities are prohibited on school property unless part of the district instructional program:
 - Horseback riding;
 - Playing golf or hitting golf balls;
 - The use and operation of snowmobiles, motorcycles, mini-bikes, go-carts, and the flying of gas propelled or motor driven model airplanes, and model rockets, ATV's, sleds of any type, toboggans;
 - The use or possession of firearms, air guns, sling shots, bow, or other like instruments;
 - Running-walking dogs.
24. Motor vehicles (including motorcycles) shall not be parked or operated on school driveways, roads or parking areas unless the operator of the same is in attendance upon a school purpose, school business or school activity and has specific permission. Vehicles may be parked only in those areas specifically designated for the purpose.
25. Vehicles parked in fire lanes, bus loops, or other areas designated as NO PARKING will be removed by towing at the owner's expense.
26. Motor vehicles operated on school grounds must be operated in a careful and prudent manner. The operation of motor vehicles is restricted to a rate of speed not in excess of 15 miles per hour.
27. Use of district facilities on custodial holidays, school recess, Saturdays, and Sundays for non-school activities or related activities is discouraged.
28. In the event of an emergency school closing (e.g. snow), all events are usually cancelled, but check with building principal or Director of Physical Education and Athletics to determine if the facility would be available and staffed with district personnel.

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