



NANAIMO CONCERT BAND SOCIETY

PROCEDURES MANUAL

Constitution, Bylaws, Policies, Guidelines, Forms

- Constitution:** Identifies the Purposes of the Society
- Bylaws:** Identify the rules of operation for the Society.
Bylaws are registered with the BC Registrar of Societies.
Bylaws are enforceable.
Bylaws may be changed only by a special resolution passed at a General Meeting. (Proper written notice of the proposed change is required with the notice of the meeting, and the revisions must be reported to the Registrar.)
- Policies:** Identify rules of operation.
Policies are not registered.
Policies may be made to clarify or elaborate on Bylaws.
Policies must not be contrary to any Bylaws.
Policies are enforceable.
Policies may be changed by majority vote of Executive Committee.
- Guidelines:** Guidelines are created to clarify Bylaws or Policies and procedures.
Guidelines are created to ensure consistency of operations of the band.
Guidelines may be changed by the Executive Committee.
Procedures may be varied as circumstances require.
- Forms:** Various forms are used for provide information to prospective members, members, and for carrying on the business of the Society.

The contents of this document are Confidential and for use within Nanaimo Concert Band only. Copying or sharing with other persons or organizations is not allowed.

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Nanaimo Concert Band Society

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NANAIMO CONCERT BAND SOCIETY

CONSTITUTION

1. The Name of the society is "Nanaimo Concert Band Society".
2. The purposes of the society shall be:
 - (a) to provide the opportunity for citizens of Nanaimo and area to rehearse and perform concert band music under competent leadership, as the Nanaimo Concert Band.
 - (b) to bring quality concert band music to the people of Nanaimo and surrounding communities through concerts, parades, and other musical endeavours.
 - (c) to do everything incidental and necessary to promote and attain the foregoing purposes throughout the Province of British Columbia.

June 25,2018 Approved at Annual General Meeting



NANAIMO CONCERT BAND SOCIETY

BY-LAWS

In the following, "Band" or "Society" means "Nanaimo Concert Band Society", and "Member" means a paid-up member of Nanaimo Concert Band Society.

1 GENERAL

- A. The operation of the society will be carried out in the City of Nanaimo, in the Province of British Columbia.
- B. The society shall be carried on without purpose of gain for its members and any profits or other accretions to the society shall be used for promoting its purposes. "This provision was previously unalterable"
- C. In the event of winding up or dissolution of the society, funds and assets of the society remaining after the satisfaction of its debts and liabilities shall be given or transferred to such society or societies in the City of Nanaimo or the Regional District of Nanaimo, British Columbia, which have similar purposes to those of this society, as determined by the members of the society at the time of winding up or dissolution, and if effect cannot be given to the aforesaid provisions, then such assets shall be given or transferred to some other organizations, provided that such organizations referred to in this paragraph shall be a charitable organization, a charitable corporation, or a charitable trust recognized by Revenue Canada as being currently qualified as such under the provisions of the Income Tax Act of Canada. "This provision was previously unalterable"

2 CONDITIONS OF MEMBERSHIP

- A. Membership in the Nanaimo Concert Band Society is open to any person fifteen years of age and older who can play a suitable band instrument to the satisfaction of the Music Director, and who agrees to abide by the Constitution and By-Laws. Prospective members will be required to submit to the Secretary a completed membership application form outlining their previous musical experience. Applications will be reviewed for acceptance by the Executive in consultation with the Music Director and Section Leader.
- B. Membership in the Band or any section may be limited by the Executive in the interest of maintaining balance.
- C. Members are expected to participate in the operation of the Band by serving on the Executive and/or performing other duties.
- D. All members will ensure that instruments, music, equipment, and uniforms which are the property of the Band receive the utmost care to preserve their life and usefulness. Damage and/or breakage other than normal wear and tear will be charged to the member responsible.

- E. Members may resign from the Band by giving notice to the President or Secretary. On resignation (or expulsion) from the Band, members are required to return all Band property to the Property Manager.
- F. At the discretion of the Executive, a certificate of Honorary Membership may be given in recognition of outstanding service to the Band. Non-playing Honorary Members are not eligible to vote or hold office. Playing Honorary members continue to pay dues.
- G. A member may be expelled from the society by a three-quarters majority vote of all Executive Members after allowing the member an opportunity to be heard.

3 DUES AND FEES

- A. Annual dues are set by vote at the Annual or a Special General Meeting and are due and payable after the Annual General Meeting.
- B. Members who have not paid their annual dues by October 1st are no longer in good standing and shall be removed from the membership roll.
- C. A refundable Band property deposit, set by the Executive, is required of each member.

4 MUSIC DIRECTOR

- A. The Band is directed by a Music Director appointed to the position by the Executive. The position will be filled only after due regard has been given to the talent available. The Music Director is engaged on an annual renewable agreement basis. The agreement may be renewed or terminated by either party with three month's written notice.
- B. Remuneration for the Music Director is set by vote at the Annual or Special General Meeting.
- C. A Band member may be appointed Music Director.
- D. The Music Director will lead the Band at regular weekly rehearsals throughout the year, and will conduct any public performances as arranged.
- E. The Music Director has ultimate responsibility regarding the choice of programme music, as well as any other matters relating to musical direction. The selection of music is to be made in cooperation with the Librarian and the Music Selection Committee (if appointed) with consideration of the composition, preferences, and capabilities of the Band, as well as audience preference.
- F. The Music Director may recommend the purchase of instruments, equipment, and music to the Executive.
- G. The Music Director is encouraged to attend Executive meetings and may be requested to attend any specific meeting.
- H. The Music Director is responsible for appointing a society member to act as Assistant Music Director, to lead the band during times of illness or other unavoidable absences of the Music Director.

5 PARADE DIRECTOR

- A. A Parade Director, appointed by the Executive from the Band membership, shall:
 - 1. Rehearse the Band in parade drill as required.
 - 2. Take charge of the Band when on parade.
 - 3. Arrange for banner carriers.

- B. The Music Director may be appointed as Parade Director.

6 REHEARSALS

- A. The Band shall rehearse each week, except when otherwise directed by the Executive.
- B. Members shall attend rehearsals. When unable to attend, they must notify their Section Representative, or alternate, and ensure that any required music or equipment in their possession is available at the rehearsals.
- C. Members are to arrive at rehearsals as instructed, early enough to set up chairs and tune their instruments.
- D. Section Representatives, appointed by the Executive, are responsible for administrative duties within their section. They will contact all members in their section when requested, or as appropriate, to communicate information concerning rehearsals, concerts, parades, etc. They are also responsible for ensuring that band members in their section have all the music required.
- E. Section Leaders, appointed by the Music Director, are responsible for musical leadership within their section. They are responsible for ensuring that each part in the section is covered to the satisfaction of the Music Director, and that members rehearsing solos and other key parts are those who will perform them at forthcoming engagements.

7 CONCERTS

- A. The Band shall perform a minimum of two concerts per year. Additional concerts shall be performed at the discretion of the Executive.
- B. Arrangements for all concerts, except for musical content, are made by the Executive.
- C. Members shall notify The Music Director and their Section Representative as soon as they become aware of a necessary absence from a concert.
- D. Members shall arrive at the concert location at the predetermined time as instructed.
- E. Members shall wear the uniform, as directed by the Executive.
- F. Members are expected to participate in the promotion of concerts and the sale of concert tickets under the direction of the Publicity Director.

8 PARADES

- A. The Band shall perform in parades at the discretion of the Executive.
- B. Arrangements for all parades, except for musical content, are made by the Executive.
- C. Members shall notify the Parade Director and their Section Representative as soon as they become aware of a necessary absence from a parade.
- D. Members shall arrive at parades at the instructed time in order to facilitate pre-parade arrangements.
- E. Members shall wear the uniform as directed by the Executive.
- F. Members playing instruments not suitable for marching are encouraged to play an alternate instrument wherever possible.

- G. The Parade Director may withdraw band participation in parades due to inclement weather.

9 EXECUTIVE

- A. The property and business of the Band are managed by an Executive which consists of nine (9) band members who assume the following positions:
 - Past President
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Publicity Director
 - Librarian
 - Property Manager
 - Concert Coordinator
- B. The election of the Executive members, with the exception of the Past President, is conducted at the Annual General Meeting.
- C. The President is to be a member who has previously served as an Executive member.
- D. The term of office of Executive members is one year following the Annual General Meeting, or until such time as their successors have been declared elected.
- E. Executive members are eligible for re-election.
- F. Meetings of the Executive are held monthly at any mutually agreed time and place, provided that reasonable notice of such meeting is given to each Executive member. Additional special meetings may be arranged as required.
- G. A resolution in writing, signed by all the Executive members and placed with the minutes of the Executive, is as valid and effective as if regularly passed at a meeting of the Executive.
- H. Band members may observe any Executive meeting.
- I. The Executive shall authorize all expenditures on behalf of the Band, and may authorize any Executive member to make expenditures.
- J. All Executive members shall ensure that their business and duties are reported and represented as necessary at any Executive meeting in case of their absence.
- K. An Executive member may be removed from office by a special resolution of the members, adopted by a 3/4 majority vote of all members, after allowing the Executive member an opportunity to be heard.
- L. In the event of the resignation of the President, the Vice President shall automatically assume the office of Acting President for the remainder of the term of that Executive. Further, the position of Acting Vice President for the remainder of the term shall be filled from members of the existing Executive by a vote of the Executive members in quorum. In the event of the resignation of the Vice President, the position shall be filled by a vote of the Band members. In the event of a vacancy occurring in another Executive position, the Executive shall appoint a Band member to fill the remaining term of office.

10 DUTIES OF EXECUTIVE

All Executive members cooperate in the direction of the Society. In addition, each Executive member has specific duties as follows:

A. Past President

- 1 Serve in an advisory capacity to the Executive.
- 2 In the absence of both President and Vice President, preside at any meeting of the Band or of the Executive.
- 3 Act as Nomination Chairman and, not later than March 31st, commence recruiting interested members for election to the Executive for the following financial year.

B. President

- 1 Speak for the Society.
- 2 Coordinate the performance of duties of all Executive members, and preside at all meetings of the Band and of the Executive.
- 3 Call a meeting of the newly elected Executive members by June 30 to arrange for the assumption of duties.
- 4 Arrange for Special Committees when necessary.
- 5 Arrange for qualified members of the Executive to participate in preparation and submittal of financial grant applications.
- 6 Call all meetings of the Band.
- 7 Not later than April 30th, appoint two members of the Band, other than Executive members, as a Financial Review Committee who shall review the accounts of the Band and report their findings to the members at the time of the Annual Meeting.

C. Vice President

- 1 Perform the duties of the President in the event of his/her absence from any meetings of the Band or Executive.
- 2 Represent the Band on community arts councils and any other body where representation is in the best interest of the Band.
- 3 Arrange for rehearsal facilities (hall, lighting, chair arrangement, storage, etc.)

D. Secretary

- 1 Keep the minutes of Executive and General Meetings. Minutes of Executive meetings shall be distributed to all Executive members and attendees as soon as possible after the meeting.
- 2 Conduct the Band's correspondence and collect mail from post office box.
- 3 Provide written notice of Annual or Special General Meetings to all members.
- 4 Provide the Nomination Chairman with a complete list of all members of the Band in good standing as of March 1st.
- 5 Keep an up-to-date membership record, and report to the Executive any changes in membership.
- 6 Maintain a current schedule of engagements and meetings and distribute same to all members.
- 7 Welcome prospective members and provide them with information about the band, a copy of the Constitution and Bylaws, and a membership application and information form.
- 8 Contact members in cases of unexplained prolonged absence.
- 9 Provide each member annually with a current membership list, list of the Executive, and General Information circular.
- 10 Maintain custody of all permanent records of the Band. Store hard copies and digital copies of the records in the NCB Records file.

E. Treasurer

- 1 Collect all dues, collect and refund Band Property Deposits, and maintain records of same.
- 2 Submit a budget for adoption by the Executive, no later than the September Executive meeting of each fiscal year, detailing the management of the Band's finances for the current fiscal year.
- 3 Keep the finances of the Band in good order and submit reports on the financial position of the Band at each monthly Executive meeting. Report the current financial status as compared with the approved budget, and report on all receipts and disbursements during the reporting period.
- 4 Keep all bills and receipts on file in proper order and sign all cheques, financial statements, and documents pertaining to the financial business of the Band as authorized by the Executive.
- 5 Arrange for and maintain bank accounts at a chartered bank, credit union, or Trust company, as recommended by the Treasurer and approved by the Executive. Deposit all receipts to these accounts. Issue cheques for all purchases, bearing the signatures of two of the following three signing officers: President, Vice President, and Treasurer. Arrange for annual changes of signing authority after election of Executive members.
- 6 Maintain separate accounting for Band property deposits.
- 7 Maintain separate bank accounts for gaming funds when applicable.
- 8 Provide access for the Financial Review Committee to the financial records for the current year.
- 9 Prepare and present to the members, at the Annual General Meeting, a financial statement showing the income and expenditures, the assets and liabilities, and the change in financial position during the past financial year. The financial statement shall be signed by the Treasurer and Financial Review Committee members.
- 10 Complete and provide annually to the Registrar of Companies the documents necessary to keep in good standing as a Society.
- 11 Arrange for and maintain Liability and Property Insurances as appropriate.
- 12 Complete and provide annually to Revenue Canada the Registered Charity Information Return.

F. Librarian

- 1 Ensure that all Band music is securely stored, that all music owned by the Band is properly identified with the name "Nanaimo Concert Band", and that all music is given a Library reference number.
- 2 Maintain an up-to-date catalogue of all music and provide copies to the Music Director and Music Selection Committee.
- 3 Provide music for rehearsals, concerts, and parades as directed by the Music Director or Parade Director, and return music to the Library when no longer required.
- 4 Keep accurate records of music loaned to other organizations, as approved by the Executive, or borrowed from other organizations.
- 5 Ensure all music parts are accounted for on return to the music library.
- 6 Issue each member of the Band with a music folder, and ensure that sufficient parts are available to supply each folder.
- 7 Maintain the record of pieces performed, and provide copies to the Music Director and Music Selection committee.
- 8 At the Annual General Meeting provide a current copy of music catalogue in digital and hard copy formats to be stored in the permanent records file.

G. Property Manager

- 1 Ensure that a record is kept of all Band property and its location, except for the music library.
- 2 Issue Band instruments, stands, and uniforms to members as approved and directed by the Executive, and maintain records of each Band member receiving Band property.

- 3 Ensure that Band property is returned in good order when members resign or return any property for any reason, and inform the Executive when Band property has been damaged or is returned in an unsatisfactory manner, or cannot be properly accounted for.
- 4 Manage necessary maintenance and repair of Band property.
- 5 Maintain list of Band property current values for insurance purposes.
- 6 At the Annual General Meeting provide a current copy of Band property inventory and location lists in digital and hard copy formats to be stored in the permanent records file.

H. Publicity Director

- 1 Arrange all publicity concerning the Band as approved by the Executive.
- 2 Arrange Printing and distribution of concert tickets.
- 3 Prepare and print concert programmes.
- 4 Act as, or appoint one member of the Band to act as Historian for the current year, assembling a complete file of information concerning Band activities. The file shall be reviewed at the Annual Meeting and turned over to the Secretary-elect for storage with the permanent records.
- 5 At the Annual General Meeting provide a current list of historical records and their locations in digital and hard copy formats to be stored in the permanent records file.

I. Concert Coordinator

Oversee and coordinate arrangements for:

- 1 booking of concert facilities.
- 2 guest artist participation and remuneration, if any.
- 3 ushers, door ticket sales, program distribution.
- 4 pick-up, placement, and return of risers, PA equipment, etc.
- 5 seating for Band and audience.
- 6 lighting and PA system operators as required.
- 7 refreshments, as approved, for concerts and rehearsals.

11 ELECTION OF EXECUTIVE

- A. The Nomination Chairman shall, prior to the Annual General Meeting, prepare a slate of nominees for all Executive positions, except Past President, for the ensuing year. Nominees for Executive members should consist of not less than eight (8) members of the Band. Any member may make nominations, seconded by at least one other member. The consent of any nominee to serve, if elected, shall be obtained prior to voting.
- B. The Nomination Chairman shall conduct the election at the Annual General Meeting. The elections shall be conducted in the order of positions listed in Bylaw 9.A, by a show of hands with the nominated members absent; or by a secret ballot as provided for in Bylaw 15 E.

When only eight (8) members are nominated, the positions on the Executive will be filled by acclamation, and no election will be necessary.

- C. The name of any unsuccessful nominee for President and Vice President will be added to the names of nominees for other Executive positions, subject to the nominee's consent.
- D. Immediately after the President and Executive members have been declared elected by the Nomination Chairman, the Nomination Chairman shall turn the General Meeting over to the new President. The newly elected Executive will assume office at that time.

12 SPECIAL COMMITTEES

- A. The Executive may form Special Committees to perform specified duties. The terms of reference and duties shall be defined when the committee is formed.
- B. Members of special committees need not be members of the Executive but must be members of the Band.
- C. The Special Committees report to the Executive, and have no spending powers unless authorized by the Executive.
- D. An elected Music Selection Committee may be formed to compile concert programs in consultation with the Music Director, and with consideration given to the Band's preferences and abilities, and members' suggestions.

13 INSPECTION OF RECORDS

The minutes of meetings and financial records of the society shall be available for inspection by members.

14 BORROWING POWERS

The society shall not have any borrowing powers.

15 MEETINGS

A. Conduct of Meetings

- 1 Parliamentary law will be the basis for the orderly conduct of the General meetings and Executive meetings, except as otherwise stated in these By-Laws.
- 2 Personalities will not enter into the remarks, and remarks shall be confined to the question before the meeting.
- 3 Motions may be introduced by any member as the order of business permits. Motions require a seconder. Suitable debate will be allowed on any motion before the question is put to the meeting. A motion may be amended by the mover and is not required to be agreed to by the same seconder. The mover may, after debate, withdraw the motion, but if it is allowed to stand and is stated by the Chairman to the meeting, it must then be voted on by the meeting.
- 4 Motions may be amended, following debate, in which case the amendment will be put to the meeting first, before the motion itself. Amendments to a motion require a seconder.
- 5 The Chairman will restate the motion or amendment before putting the question to a vote, and following the counting of the vote, he will announce the result clearly.
- 6 The Secretary will incorporate all motions and amendments, movers and seconders, and the result of the vote in the minutes.

B. Quorum

A quorum is required to conduct any meeting. At General Meetings the presence of one half of the members is required for a quorum. At Executive Meetings the presence of five Executive members is required for a quorum.

C. Annual General Meeting

Each member shall be notified at least three (3) weeks in advance of the time and place of the Annual General Meeting, which is to be held in June. At this meeting, reports shall be presented by the Executive and the Financial Review Committee and the Nomination Chairman will conduct the election of the new Executive. The membership will have the opportunity to discuss reports presented and to voice their concerns regarding the operation and business of the Band.

D. Special General Meetings

- 1 Special General Meetings may be called by the President, provided fourteen days notice is given to members.
- 2 A Special General Meeting shall be held upon a written requisition signed by six members, or ten percent of the total membership, whichever is less, stating the purpose for which the meeting is to be held. The Executive will establish the time and place of any such meeting.

E. Voting

At General Meetings, all members in good standing shall have voting privileges on all matters affecting the affairs of the Band. Voting on matters of policy or other matters of concern to the Band shall be either by show of hands in open meetings, or by secret ballot at the discretion of the President. A member may request a secret ballot which, if approved by show of hands of the members, will be conducted. Voting by proxy is not permitted.

F. Notice of Meeting

Written notice of any Annual or Special General Meeting is deemed to be given to every member if e-mailed or handed to every member.

G. Order of Business at Meetings

- 1 Reading and approval of the Minutes of the previous meeting
- 2 Reports of the Executive
- 3 Reports of Special Committees
- 4 Other Reports
- 5 Correspondence
- 6 Unfinished Business
- 7 New Business

16 BAND UNIFORM

The Band uniforms shall be set by the current Executive with full consideration given to the comfort and wishes of the membership majority.

17 USE OF BAND PROPERTY

All Band property is for the exclusive use of the Nanaimo Concert Band. Lending of property to other users may be permitted only in special circumstances as approved by the Executive, with the following conditions:

- A that Band equipment only be loaned or rented if a Band member is present during transport, performance and return of the equipment,
- B that a contract be signed placing responsibility for loss or damage to the loaned or rented Band equipment on the borrower or renter.
- C that the borrower or renter produce proof of financial responsibility in the form of an insurance policy on the loaned or rented Band equipment before taking possession of the Band equipment.

18 FINANCIAL YEAR

The financial and business year shall be the period June 1st to May 31st.

19 AMENDMENT OF THE BY-LAWS

The By-Laws may be amended by a special resolution adopted at an Annual General Meeting or a Special General Meeting. A two thirds (2/3) majority vote of the membership is required. Notice of Motion to Amend the By-Laws shall be given in writing with the Notice of Meeting.

June 25, 2018 Approved at Annual General Meeting



MUSIC PURCHASE POLICY

- 1 The Music Selection committee will recommend music for purchase, including accepted suggestions from the Band members and conductor.
- 2 Recommendations are made to the Librarian for purchase.
- 3 Librarian will order the music and arrange for the band to try it out within two rehearsals from date of receipt.
- 4 At the tryout, the Band will vote on whether they want to keep the piece.
- 5 Based on the Band's vote, the Librarian will make a recommendation to the Executive who will vote on the purchase.
- 6 If approved, the Librarian will purchase the piece and catalogue it in the music library. Otherwise the Librarian will return it to the supplier within the trial period.

Approved and adopted by Executive Committee
September 26, 2000
March 6, 2019 Reviewed and approved



INSTRUMENT LOAN POLICY

- 1 When approved by the Executive, NCB owned instruments may be loaned only to Members in good standing as defined in the Bylaws. Percussion instruments which are normally stored by NCB after rehearsals and performances are not considered loaned for those NCB events.
- 2 Instruments are loaned to Members for the purposes of playing in the Band. The borrower may use the instrument in other groups when approved by the Executive.
- 3 Instruments are currently loaned at no rental cost to the borrower. However the safe keeping, regular maintenance, cleaning, and all repairs are the responsibility of the borrower.
- 4 A band member who borrows an instrument shall sign the "Instrument Borrowing Agreement" form assuming all responsibility for the maintenance, safe keeping, and safe return of the designated instrument.
- 5 The borrower must have in force an insurance policy (homeowners, tenants package) that covers the instrument. Proof of insurance shall be supplied to the Band Property Manager in the form of a photocopy of the face sheet of that policy when taking possession of the instrument, and upon every renewal of the policy.
- 6 The borrower shall immediately report any loss, major repair or damage to the Property Manager.
- 7 Should there be an insurance claim under the Band's insurance policy, the borrower shall pay the deductible. If insurance is denied under the Band's policy, the borrower shall pay for the cost of replacement or repair up to the insured value of the instrument.
- 8 Any negotiation with the Band's insurance company will be handled by the Property Manager or his designate.
- 9 On retiring from the Band, or when directed by the Property Manager, the borrower shall return the instrument in a condition acceptable to the Property Manager. Property manager will note the return of the instrument on the "Instrument Borrowing Agreement".
- 10 For policy regarding lending of band property to borrowers other than Band Members, refer to Bylaw 17.

Approved and adopted at AGM June 25, 2001
Reviewed and revised May 23, 2019

ADD TO PROPERTY MANAGER'S DUTIES

The Property Manager shall maintain a file that identifies the borrower of each band owned instrument. That file shall contain an "Instrument Borrowing Agreement" and a photocopy of the borrower's current insurance policy face sheet covering each instrument owned. A diary date system shall be maintained to insure that insurance policy information is current.



P.O. Box 794
Nanaimo, B.C. V9R-5M2

INSTRUMENT BORROWING AGREEMENT

DATED at Nanaimo, B.C. _____, 20__

This agreement is between Nanaimo Concert Band Society (the Band) and the borrower,
_____, a member in good standing of the Band.

I, _____ confirm that I have borrowed the following musical instrument from the Band:

	Serial No.	Insured Value
_____	_____	_____

I have received a copy of the Band's Instrument Loan Policy and I agree that I assume all responsibility for the maintenance, repair, safe keeping, and safe return of the above instrument, in accordance with that policy.

I have in force an insurance policy that covers loss or damage to the above instrument, and will supply the Property Manager with a copy of the insurance policy upon every renewal.

Term of Loan: Indefinite OR Date for Return of instrument: _____ 20__.

Band Member (Borrower)

NCB Property Manager

* * * * *

Returned Date: _____

NCB Property Manager: _____



PRIVACY POLICY

All members are responsible for the protection of privacy of the personal information of the membership and the business information of the Band. The following practices will apply:

MEMBERSHIP LISTS

The Nanaimo Concert Band membership lists, including Names, Phone Numbers, and Email Addresses are distributed to members strictly for their use in conducting the business of the Band. No contact information from the membership list may be given out. If someone requests a member's contact information, the person requesting the information may supply their own contact information which will be given to that NCB member.

USE OF EMAIL ADDRESS LIST

The Band Membership Email list will only be used for business related to the Band. When an Email is sent out it will be identified by the preface "NCB" in the subject heading. Members wishing to circulate information regarding other organizations' activities may bring information to rehearsals for distribution.

CONFIDENTIAL INFORMATION

The following documents are considered Confidential and are to be used for the Band business purposes only and may not be disclosed to other persons or organizations:

- Membership lists containing Names, Phone Numbers, and Email Addresses.
- Any member's personal information provided for Band business purposes.
- NCB Financial Reports and Financial Statements
- NCB Marketing and Strategic Plans
- Minutes of Executive Meetings and/or General Meetings
- Other Records and Documents relating to Band business

CONFIDENTIALITY AGREEMENT

Members requesting copies of confidential documents may apply to the Secretary or President, and may be required to sign a confidentiality agreement on receipt of the documents.

BAND EXECUTIVE RESPONSIBILITY

The Band Executive will endeavour to ensure that the collection, storage and disclosure of Personal Information reflect the confidential nature of the information which will only be used for the stated purpose or purposes for which it was obtained.

All digital data (working and backup drives) will be maintained in a secure environment and password protected.

Approved and adopted by Executive Committee
April 18, 2019



LEAVE OF ABSENCE POLICY

Applications for Leave of Absence (LOA) are required for a member who will be absent for a period of four months or longer.

LOA must be applied for in writing to the Executive Committee stating reasons for LOA and expected length of absence.

LOA shall be limited to one year. It may be renewed, on applying to the Executive Committee, for a maximum of one year. Renewal is at the discretion of the Executive Committee.

Subject to the discretion of the Executive Committee, a person returning from LOA will have priority over persons on the waiting list.

On return from LOA a member will be assigned to a position in the section as needed at the time. It is not guaranteed to be the same position held prior to LOA.

While on LOA a member's name will not be removed from the Membership List, but will be noted as on leave.

A member on LOA need not pay annual dues if a new membership year begins while on leave of absence, but when a member returns from LOA unpaid dues will be payable for the current year or half year as appropriate.

A member whose dues are not current will not have voting rights.

Approved and Adopted by Executive Committee

April 18, 2019



USE OF PRIVATE VEHICLES POLICY

Members who are requested by the Executive committee to use their own vehicle for transport of NCB Instruments and equipment from the church hall to various events shall be reimbursed \$25.00 per event.

EXECUTIVE MEETING EXPENSES POLICY

Members of the Executive Committee who provide refreshments at an Executive Meeting shall be reimbursed to a maximum of \$20.00 per meeting.

Approved and adopted by Executive Committee

April 18, 2019



NEW MEMBER ARRIVALS GUIDELINES

Bylaw (2A):

"Membership in the Nanaimo Concert Band Society is open to any person fifteen years of age and older who can play a suitable band instrument to the satisfaction of the Music Director, and who agrees to abide by the Constitution and By-Laws. Prospective members will be required to submit to the Secretary a completed membership application form outlining their previous musical experience. Applications will be reviewed for acceptance by the Executive in consultation with the Music Director. "

- 1) A musician will approach the band with an interest to join. The Band contact person will request contact information and playing experience.
- 2) The musician's info will be provided to the Music Director and Section Leader. If there is room in the section and the Music Director is comfortable with their background, they will be contacted and asked to come and try out. If no room available at the moment, an offer will be made to be placed on the waiting list.
- 3) The musician will play with the band on a trial basis. The Secretary will have them fill out their personal information on the "Member Information Sheet" at the first rehearsal including their contact info and musical background for the Music Director's review. The Secretary will then explain the application process. (as outlined below #4 to #10).
- 4) The Section Leader and Librarian then may allow the Music Folder to go home with them once the contact info has been recorded on the "Member Information Sheet".
- 5) The Music Director, consulting with the Section Leader, makes a decision whether they are able to perform to required standards.
- 6) If the Music Director wishes to have them do an informal audition, he may do so.

The Music Director makes the decision on whether they may join. The President will handle all written communications.

Once the musician has been approved to join:

- 7) The Secretary will provide them with the "Expectations" form and the "General Information" form. Once they have read it, they are referred to the Treasurer.
- 8) The Treasurer will take their Dues and Uniform Deposit and sign the "Member Information Sheet".
- 9) The Property Manager will issue them a Band Uniform and Music Stand and will fill out the form "Member Information Sheet" with the information. New member will acknowledge receipt by initialing the form in the appropriate space. Property Manager will inform new member of the uniform items to be provided by the member.
- 10) The Librarian will issue and record a music folder for the musician.
- 11) The Secretary will file the completed "Member Information Sheet" form.



SECTION LEADER AND SECTION REPRESENTATIVE LEADERSHIP GUIDELINES

In an effort to maintain the overall performance calibre of Nanaimo Concert Band the following leadership guidelines are formed for the benefit of Section Leaders and Section Representatives. These guidelines relate to musical and organizational responsibilities on behalf of those musicians within each instrumental section of the band:

Section Leader

Bylaw (6E):

Section Leaders, appointed by the Music Director, are responsible for musical leadership within their section. They are responsible for ensuring that each part in the section is covered to the satisfaction of the Music Director, and that members rehearsing solos and other key parts are those who will perform them at forthcoming engagements.

The Music Director will appoint each Section Leader in consultation with the Band Executive Committee.

Each Section Leader is responsible to ensure that all parts available for the Section are issued to section musicians, and shall be responsible for their appropriate distribution.

Musician applicants for membership in the Band will be approved by the Music Director in consultation with the appropriate Section Leader prior to admission in the Band.

Section Representative

Bylaw (6D):

Section Representatives, appointed by the Executive, are responsible for administrative duties within their section. They will contact all members in their section when requested, or as appropriate, to communicate information concerning rehearsals, concerts, parades, etc. They are also responsible for ensuring that band members in their section have all the music required.

Section Representatives shall welcome musicians who are new to the band or to the relevant section.

Section Representatives shall introduce new musicians to the Music Director and to the Band Executive for proper enrolment.

Section Representatives shall pick up relevant new music parts and organize/distribute the parts to musicians within their section as directed by the Section Leader. This function may be delegated to one other musician within the section when appropriate.

If additional copies of parts are required, the Section Representative and/or the Band Librarian shall attend to this requirement in accordance with the Section Representative's direction.

Section Representatives shall be responsible for contacting each member of the Section regarding changes in rehearsal or concert plans due to inclement weather or other cause when so informed by the President.

Band members are requested to inform their Section Representative regarding absences due to ill health or vacation. Section Representative shall communicate this information to the Section Leader and Music Director.

Section Leader and Section Representative may be the same person.

Approved and adopted by Executive Committee
April 18, 2019



CONCERT MUSIC SELECTION GUIDELINES

NCB Bylaw (4E): *"The Music Director has ultimate responsibility regarding the choice of programme music, as well as any other matters relating to musical direction. The selection of music is to be made in cooperation with the Librarian and the Music Selection Committee (if appointed) with consideration of the composition, preferences, and capabilities of the Band, as well as audience preference."*

Music Selection Committee

- The Music Selection Committee is an advisory committee of volunteer band members that will assemble suggestions for concert pieces and make programming recommendations to the Music Director.
- Band members may submit requests to the Committee at any time in accordance with published instructions.
- The Band Library Catalog will be available to Band members to review.

Purposes of Music Selection Committee

- to receive suggestions from Band members for concert pieces either from the Library Catalog or for purchase,
- to promote the continuity of content and quality of programming to suit our audience preferences,
- to assist the Music Director to compile concert programs by providing lists of music for concerts that are based on the programming guidelines, and which reflect the purposes of the concert as well as the composition, preferences and capabilities of the Band,
- to maintain the lists of music suggested by Band members and Committee members in a form that is readily useable by the Committee for consideration for future concerts,
- to recommend purchases of music in accordance with the Music Purchase Policy.

Membership in Committee

- The Music Selection Committee (MSC) is a volunteer group of three to five Band members in good standing.
- A Call for Volunteers for MSC membership will be included with the Notice of Meeting for the AGM. Closing date for volunteers will be 7 days before the AGM. The Nomination Chairman will receive the volunteer submittals.
- Nominations are not required to be seconded, nor do they require submittal of qualifications to serve.
- Members of the Executive Committee are eligible for nomination to the Music Selection Committee.
- Current MSC members are eligible to volunteer for an additional term and must submit their name as above.
- If not more than 5 Band members volunteer, those volunteers will be elected by acclamation.
- If more than 5 Band members volunteer, the Nomination Chairman will prepare a ballot form before the AGM with all candidates' names on it and indicating candidates that present members of MSC. At the AGM each candidate will be offered up to 30 seconds to state their qualifications. Band members will indicate up to 5 choices on the ballot. The Nomination Chairman will supervise the distribution of the ballots to all members present at the AGM, will collect completed ballots, and name the elected members at the first rehearsal following the AGM.
- Members will hold their positions until the second following AGM (2 year term) or until their successors are elected.
- If during the term the number of Committee members falls to less than three the President will appoint one or more band members to bring the Committee up to three members.

Committee Procedures

- Committee shall meet as needed to achieve the schedule in this Guideline.
- At first meeting of the new Committee the members will elect one member to be Leader.
- The Leader will assemble a list of suggestions provided by Band members and Committee members.
- Committee members will put forward their music suggestions for each concert.
- Committee will meet to review the lists and compile a short list of recommendations for rehearsal. Include 4 or 5 more than required.
- The Leader will review the recommendations with the Music Director, and inform the Librarian of pieces selected for rehearsal.
- The Music Director has ultimate responsibility for programming and, through rehearsals, will select a concert program that may include the Director’s own choices and recommendations of the Committee.

Concert Music Programming Guidelines for Music Selection

Spring and Fall Concerts

(nothing we have played in the last 5 years). Use the Music Library List to check last played date.
(45 min - 20 min intermission - 45 min)

- Two major Classical pieces (one for each half)
- Concert Marches and Parade Marches
- Show Tunes/Big Band
- Encore (a parade march, etc. – short, uplifting, not a medley.)

Summer Concerts Light and easy concert music.

Nothing slow and heavy. (nothing we have played in the last 5 years). Check last played date.
(1 1/2 hour concert - no intermission)

- Two light easy Classical pieces
- Easy Parade Marches
- Show Tunes/Big Band
- Encore (a parade march, etc. – short, uplifting, not a medley.)

Christmas Concert (1 1/2 hour concert with intermission)

(nothing we have played in the last year if possible) Try not to choose pieces that contain all the same melodies in it.
Alternate the Leroy Anderson pieces each year.

Music Preparation Schedule (Dates approximate)	CONCERT			
	CHRISTMAS	SPRING	SUMMER	FALL
Invitation to Band Members for suggestions by:	SEP 15	OCT 25	FEB 20	MAY 15
Closing date for ideas from Band Members and MSC to the Committee Leader by:	OCT 1	NOV 7	MAR 5	JUN 1
Music Selection Committee meets and provides compiled list to Music Director by:	OCT 10	NOV 15	MAR 10	JUN 15
Music Director submits the full compiled list to Librarian to pullout by:	OCT 20	NOV 30	MAR 20	JUL 1
Librarian will have music pulled out and scores delivered to Music Director by:	OCT 31	Christmas concert	MAR 30	JUL 15
Librarian will have music organized and set out sufficient parts for pickup first rehearsal in:	after fall concert	JAN	after spring concert	SEP

Using the Searchable PDF Library Catalog

The Library Catalog is now posted on the NCB Website www.nanaimoconcertband.com under the MEMBERS tab.

The Library Catalog can be opened in Adobe Acrobat Reader (a free download).

Once opened, you can magnify or reduce the list with the + and – icons

To do a search, click on the Search Icon (magnifying glass) and type your search word in the pop-up window. You will see your first search result highlighted in the database. Use the “Next” button in the search window to find additional matches for your search word.

To search by title just enter a key word from the title (eg. *Doctor*)

To search by composer enter the composer’s last name (eg. *Jarre*)

Notes from the Music Selection Committee

Thank you for helping the Music Selection Committee choose music for the upcoming concert! The Music Selection Committee is an advisory committee of volunteer band members that will assemble your suggested pieces and make programming recommendations to the Music Director.

A few hints that will make it even easier for us to choose music:

Check the database on our website to see if we have what you’re looking for...you will have a better chance of having your suggestion played if we already have it. Be specific...the more information you can provide us the better. Please limit your suggestions to 2 or 3 pieces of music.

If we have your suggestion in our library:

- write down the title, library number (column 1), arranger and grade (if listed) of your suggestion, and the last time it was played...you can find all this information on the database
- Note that the band will not normally repeat a piece that has been played in the last 5 years. (except Christmas tunes)

If we don’t have your suggestion in our library, try to find more information as follows:

- consult a publisher’s website like J.W. Pepper, or Hal Leonard to determine if your suggestion is available for purchase
- write down the title, arranger (very important), and grade(see below) of your suggestion
- look for a link to a Youtube video of your suggestion...if you search for the name of your tune with the correct arranger you will usually find what you’re looking for. If you can’t find your tune, it may be that the arrangement isn’t very popular. Choose, if you can, a video showing the conductor score...sometimes available on publisher’s website for newer music.
- JW Pepper uses a different grading system ME= Grade 3, M= Grade 4, MA= Grade 5
- For NCB, we would find Grade 3 quite easy, Grade 4 a moderate challenge, and Grade 5 more challenging.

If you are not able to find all of the above information, your choices are still valuable. Please send as much information as you can and the committee will try to work with it.

For our summer concerts we are looking for a bit lighter music, Grade 3-4 (ME or M)

For our Spring and Fall concerts we are looking for a bit more serious music with a few harder pieces. Grade 3-5 (ME, M, MA)

Please email your choices to nanaimoconcertband@gmail.com and they will be forwarded to all members of the Music Selection Committee, and entered on a list of member’s suggestions for future reference.



GUIDELINES FOR ANNUAL REPORTS OF EXECUTIVE

This Guideline is established to ensure consistency of reporting and record keeping from year to year and to facilitate the continuity of all Executive functions.

The Executive member for each portfolio will provide an annual report to the AGM briefly summarizing their activities over the year. (The Treasurer's report will include the Financial Statements for the fiscal year.) In addition, each Executive member should prepare a supplementary report to provide sufficient information that the following holder of that position will be able to seamlessly assume the duties. This should occur even if the same member will be continuing in the position, in case some event should occur such that another member will be required to assume the position.

Supplementary information may be an attachment to the member's annual report, but need not be read or presented to the AGM.

Examples of supplementary information to be included:

Treasurer:

- Details of the various bank accounts.
- Insurance policy information and contacts.
- List of donors with contact information.

President, Vice President, Past President:

- Contact information for any recent and/or ongoing business.

Librarian:

- Current update of digital library listing – Excel and .pdf formats.
- Current update of print copy of library listing for the rehearsal hall.
- Contact information for music suppliers commonly used.

Property Manager:

- Complete inventory of uniforms in stock including sizes and condition.
- List and contact information of suppliers for uniforms so replacements can be ordered.
- Complete inventory of Band owned instruments including storage location of each.
- List of instruments loaned including name of the borrowing member.
- Supply a file of the face sheets of each borrower's current home insurance policy.

Concert Coordinator:

- Dates of bookings for future concerts and parades.
- Contact information for bookings and organization of concerts and parades.
- Duty list for various concerts and parades.

Secretary:

- Contact information for regular correspondents.
- Organize the information provided by all the Executive members, and store paper copies. Maintain a portable hard drive and store digital copies.

Publicity Director:

- Duty list for various concerts and parades.
- Schedule for required publicity contacts.
- Contact information for media advertising.
- Contact lists for patron email.
- Current copy of marketing plan

Band Historian

- List of archival items, and their location.

Approved by Executive Committee
May 23, 2019



Music Library Guidelines

All members, please be aware of the following items concerning the management of our printed music:

1. Your music folder must be on hand for every rehearsal. If you are likely to be absent at the next rehearsal, leave it in the rehearsal music crate, or get it to another member to bring to rehearsal. This is required to ensure that whatever parts are in your folder are available to be covered in your absence.
2. Music is not to leave the practice hall except in a numbered folder. A registry of these is now kept with the rehearsal music. The Librarian will issue new folders as required.
3. Each piece of rehearsal music will be kept in its numbered hanging folder. Its library number is located on the inside of the folder on the right hand side at the top. Please return the music to the correct pocket in such a way that the title can be read.
4. Reminders:
 - Use a soft pencil when marking the music for any reason. (A good reason would be if the conductor asks to have a special notation made.)
 - Creasing music to facilitate turning pages results, sooner or later, in a tear.
 - Use mending tape to repair damaged music, and to join photo-copies where needed. Music has become extremely expensive – over \$100 per score, so it is well worthwhile to keep it usable as long as possible.

Your Librarian

Approved May 23, 2019



New Membership Inquiries

The Nanaimo Concert Band is open to any person fifteen years of age and older who can play a suitable band instrument to the satisfaction of the Music Director; however, in the interests of maintaining balance between the sections we limit membership accordingly.

The Nanaimo Concert Band, which is run by the Nanaimo Concert Band Society, rehearses weekly on Monday evenings at 7:30 starting in September and through to end of July. We perform 4 main concerts in the year (Fall, Christmas, Spring and Summer.) We also participate in the Remembrance Day ceremony and the Heritage Days parade. In recent years we have also taken the band on the road to Band Festivals in Victoria and Ladner and to Powell River for a joint concert with the Concert Band there. These additional concerts vary from year to year.

Annual membership dues are \$100 for adult and \$50 for students. There is also a \$50 Band property deposit to cover such items as folders, music, stands, jackets, sweaters, and summer shirts which are loaned to members. This deposit is held in trust and refunded once a member resigns and returns all issued Band property.

If you wish, your name, phone # and e-mail address can be placed on our waiting list. We update the list every 6 months or so; therefore it is advisable to check in with us from time to time if you wish to remain on the waiting list.

(There is another group in town which is called the Mid-Island Community Bands which is led by a private individual and former school band teacher Jill Mont. The Mid-Island Community Bands rehearses Wednesday evenings and has a concert band and dance band.. For more information on the Mid-Island Community Bands contact Jill Mont at 250-713-4880.)



GENERAL INFORMATION

The Nanaimo Concert Band was founded in 1872, and is believed to be the oldest continuously operating concert band in Canada. The Band is operated by Nanaimo Concert Band Society which is a registered non-profit society governed by its Constitution and Bylaws. All Band members are required to join the society. An Executive is elected annually at the Annual General Meeting in June and runs the business of the society until the following AGM.

The Band provides the opportunity for citizens of Nanaimo and area to rehearse and to perform at concerts and parades. Membership in the Band is open to any person fifteen years of age and older who can play their band instrument to the satisfaction of the Music director, and who agrees to abide by the Constitution, Bylaws, and Policies.

Several public performances occur throughout the year, including Fall, Christmas, and Spring concerts as well as parades in annual events such as Remembrance Day in November and Heritage Days in May. As with any community organization, the band thrives when members are committed to regular rehearsals and take an active part in helping out in various ways.

Rehearsals are held weekly on Monday evenings at St. Andrew's United Church, corner of Fitzwilliam and Wesley Streets downtown. Downbeat is at 7:30 p.m. and there is a break during which coffee is available for a small cost. Rehearsals end around 9:30 p.m.

The Band has a summer and a winter uniform. See the Property Manager for details. There is a \$50.00 Band property deposit to cover such items as folders, music, stands, jackets, blazers, sweaters, and summer shirts which are loaned to members. This deposit is held in trust and refunded once a member resigns and returns all issued Band property.

An annual membership fee is required to be paid to the treasurer before October 1. The fee is currently \$100.00 for adults and \$50.00 for students.

In each section, a Section Representative is appointed who is responsible for contacting members in their section when required to communicate information concerning rehearsals, concerts, parades, etc. They are also responsible for ensuring that band members in their section have all the music required.

Also, in each section a Section Leader is appointed who is responsible for the musical leadership within the section, and that each part in the section is covered to the satisfaction of the Music Director, and that members rehearsing solos and other key parts are those who will perform them at forthcoming engagements.



EXPECTATIONS

- 1 Attend rehearsals as regularly as possible. Notify your Section Representative if you cannot attend, and *ensure that your music folder and any required equipment in your possession is available at the rehearsal.*
- 2 Rehearsal time is best used to bring our ensemble playing to the required standard for performance. Thus it is expected that members will learn the assigned music parts through home practice.
- 3 Attendance of all members at every concert and parade is expected. Notify your Section Representative and the Music Director as soon as you become aware of a necessary absence from a performance, so that we can ensure that your parts are covered.
- 4 Arrive at the rehearsal hall as instructed early enough to assist with set up and to warm up and tune your instrument.
- 5 Take care of the folder and music which has been assigned to you. If you are missing a copy of a piece of music, see the Librarian.
- 6 Transport your assigned stand to and from rehearsals and concerts. A folding stand may be used for rehearsals, however, the black band stands are to be used for performances.
- 7 Take care of Band uniforms, stands and other property which is loaned to you. Do not alter Band property without the prior consent of the Property Manager. Refer to the Property Manager for any concerns regarding band property.
- 8 Inform the Secretary if you are resigning from the Band or will be absent for an extended period of time.
- 9 Participate in the promotion of concerts and the sale of concert tickets, under the direction of the Publicity Director.
- 10 Assist in tasks such as setting up and taking down for rehearsals, loading and unloading for concerts, etc.
- 11 Rehearsal Courtesy: During rehearsals we need to centre our full attention on the music and the Music Director, so please restrict other conversation and use of cell phone texting and messaging to the half-time break. Please avoid wearing or using fragrances which may affect other player's breathing.



MEMBER INFORMATION SHEET

Date: _____

Name _____
 Address _____
 City _____
 Phone Number _____

Instrument _____
 Other Instruments _____
 Postal Code _____
 Email _____

Previous Band Experience _____

Can attend rehearsals regularly? Yes _____ No _____

Willing to march in parades? Yes _____ No _____

Willing to help load percussion equipment at concert time? Yes _____ No _____

Willing to provide a vehicle to help move percussion at concert time? Yes _____ No _____

Comments _____

I have received the following Band property:

Blazer + Sweater _____	Summer shirt _____	Hat _____
Jacket _____	Stand number _____	Initial _____
Tie/Dicky _____	Folder number _____	Initial _____

** Information on this sheet shall be given to the Property Manager, the Secretary and the Treasurer.

May 2019 F-3

Executive Use Only

Band Property Deposit Received \$50.00	Initial _____	Date _____
Band Property Deposit Refunded \$50.00	Initial _____	Date _____
(Band Jacket not returned, deposit not refunded)	Initial _____	Date _____



NANAIMO CONCERT BAND SOCIETY

**Letter of Agreement between:
Nanaimo Concert Band Society and its Music Director**

June __, _____

The Society will engage _____ as Music Director for the Nanaimo Concert Band commencing September 1, 20___. The appointment shall be effective until August 31, 20___ when it may be renewed for a one year term and then annually at the option of both parties.

The Music Director will direct the Band at regular weekly rehearsals throughout the year, and will conduct any public performances as arranged.

The honorarium will be \$ _____ annually, paid in equal monthly payments.

The Music Director will have the major responsibility regarding choice of programme music, as well as any other matters relating to musical direction. The selection of music for performance is to be made in cooperation with the Librarian and the Music Selection Committee (if appointed) with consideration of the composition, preferences, and capabilities of the Band, and audience preference.

The Music Director may recommend the purchase of instruments, equipment, and music to the Executive.

The Music Director will appoint a member of the Band as Assistant Music Director who will lead the Band during times of illness or other unavoidable absences of the Music Director.

The Society will set concert dates, and arrange all publicity, finances, management, and administration for the Band and its physical assets.

The Music Director is encouraged to attend meetings of the Society executive committee and may be requested to attend any specific meeting.

This agreement may be renewed or terminated by either party with three months period of notice, in writing.

SIGNED:

Nanaimo Concert Band Society

_____ / _____

President/Date

_____ / _____

Music Director / Date