

Brookline Community Band Governance
February 21, 2024

Board of Directors

- The Board of Directors will consist of the four (4) elected officers defined below, the Music Director, and up to 7 others. The current board members are:
 - John Bassett
 - Chi-Sun Chan
 - John Dickinson
 - Diane Gold
 - Aaron Kraemer
 - Jenna Landy
 - Andy Levine
 - Mary McConnell
 - David Silva
 - Miriam Spectre
 - Geoffrey Underwood
- Board members, except for the Music Director, will be elected by a majority of the band members each year in the spring, without limits on the number of terms, and serve from July to the following June
- The Board will meet at least 4 times per year
- The Board will establish and manage an annual budget
- The Board will select sub-committee heads and the Music Director
- The Board will approve any spending outside of the budget over \$100

Elected Officers: Job Descriptions

President – elected by the Band (Currently John Bassett)

- Responsible for the overall success and continued growth of the organization
- Schedule, organize, and run Board meetings
- Participate in the organization and assignment of sub-committees and oversees their activities
- Communicates with Band members at large
- Works with outside entities such as town officials, school administration, and businesses
- Responds to incoming business correspondences or directs to appropriate person

Secretary – elected by the Band (Not a current position)

- Maintains and reports on Board meeting minutes
- Maintains general document folder on website (member agreement; notifications; calendar, etc)
- Maintain Google drive (Board minutes, archive files, and programs)
- Directs incoming correspondence to appropriate person

Treasurer – elected by the Band (Currently Mary McConnell)

- Responsible for maintaining the Band bank account
- Responsible for developing budget spreadsheets in conjunction with the Board
- Maintains financial records and reports to the Board quarterly or as requested (**Currently John Dickinson serving as Bookkeeper**)
- Makes payments / reimbursements for band expenses
- Oversees the collection of member dues (Venmo, cash, check)
- Consults with Fund Raising committee to organize and execute fund raising strategies
- Works with assigned members to seek out and apply for grant opportunities

Personnel Chair – elected by the Band (Not a current position, David Silva acting)

- Works with the Music Director to maintain desired instrumentation including recruiting and auditioning
- Maintains personnel attendance rosters for concerts
- Works with the Music Director to select on-call players as needed
- Works with the Music Director to organize section leaders
- Addresses personnel issues in consultation with the Board

Music Director – Appointed by the Board (Currently Chi-Sun Chan)

- Conducts the band
 - Runs weekly rehearsals
 - Selects music for concerts
 - Determines band instrumentation
 - Participates in auditioning of new members
 - Identifies and recruits new members
 - Select section leaders
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Other positions (Not Board Members)**Assistant Music Director – selected by the Music Director with approval of the Board (Currently Holly Biringner)**

- Fills in for Music Director as needed including running rehearsals
- May be asked by the Music Director to conduct works at concerts
- Participates in auditioning and selection of new members

Assistant Treasurer – Appointed by the board (Currently Aaron Kraemer)

- Responsible for maintaining the Band bank account as backup for the Treasurer
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Subcommittees

Subcommittees should have 1 board member and may have as many additional members as is necessary as determined and selected by the head of the committee.

Social Media – appointed by the Board (Currently Jenna Landy, reports to President)

- Manages website, Instagram, Facebook, and YouTube accounts
- Sends out notifications as requested using appropriate social media including for concerts, auditions, and fundraising
- Develops concert flyers and programs
- Take and/or organize photographs from concerts for social media

Concert Manager – appointed by the Board (Currently Michelle Xiong, reports to President)

- Ensures proper setup of rehearsals
- Manages concert stage and audience setup, and recruiting of event volunteers (ushers, lights, audio/visual)

Librarian – appointed by the Board (Currently Aaron Kraemer, reports to Music Director)

- Purchases music selected by Music Director and within approved budget
- Maintains and organizes on-line library of music including uploading of all parts
- Ensures all band members have on-line access to their assigned parts
- Organize physical music library (categorize) and scan music to e format

Fund Raising – appointed by the Board (Not a current activity, reports to President)

- Works with the Treasurer to organize fund raising activities
- Develops outreach to Brookline businesses for financial support
- Establishes a tiered level of donors
- Recommends dues levels to support operations

Section Leaders – appointed by the Music Director

- Keeps track of personnel at rehearsals and concerts
- Reports to Personnel Director any issues/concerns
- Organizes sections/parts selection
- Take photographs at concerts and provide to Social Media committee