



Cavalcade of Bands Job Descriptions

All Cavalcade Board, Coordinator and Administrative Positions Will:

- Wholly represent and serve Cavalcade as an educational leader, facilitator and role model.
- Work closely with all Board Members, Coordinators, Administrators and the Executive Director in all business matters.
- Attend Board of Director, Committee and General Membership meetings suitable for each position within our management structure.
- Report regularly to the Board of Directors, Executive Director or specific coordinators/administrators on all issues of each Cavalcade division.
- Provide reports for all activities for both the fall and spring general membership meetings.
- Assist with the assurance of professional conduct during all Cavalcade events.
- Not be affiliated with any current Cavalcade school/unit whenever possible. This excludes the President, Vice President, Secretary and Treasurer, who must be a band director for this position.
- Propose changes or new revisions for Cavalcade's By Laws along with our Rules and Regulations when necessary.
- Be reimbursed for appropriate budgeted expenses (office supplies, miles, travel, meals, postage, etc...) incurred as a result of fulfilling Cavalcade duties. (Current budget details provided by the Treasurer)
- Be compensated as a Cavalcade judge, for both show fee and mileage, if used to judge a Cavalcade event.
- Assist at all championship events as needed.

President

- Be responsible for planning the agenda and presiding over all Cavalcade Board of Director meetings and general membership meetings.
- Exercise leadership in terms of the overall pacing and operation of all organizational meetings.
- Authenticate, by his/her signature, when necessary, all acts, orders, and proceedings of Cavalcade.
- Call special meetings of both the Board of Directors and the general membership if necessary.
- Create special committees for the purpose of investigating both organizational needs and possible areas of expansion and development of programs.
- Facilitate and maintain timely communications with both the Board of Directors and the general membership in regard to all issues and circumstances affecting the general operations of Cavalcade.

- Facilitate the process of advertising for, interviewing of, and recommendation of the hiring of all Cavalcade Board positions.
- Assist the Executive Director in seeking, contacting, and assisting new members and contest sponsors.
- Assist the Executive Director in the organization and operation of championship events as needed.
- Consult in Cavalcade financial matters when necessary.

Vice President

- Work closely with other members of the Board of Directors and coordinators.
- Operate the Cavalcade student scholarship program.
- Coordinate the Hall of Fame nomination and selection process.
- In the absence of the President, assume a broad leadership role and responsibility for all duties as indicated in the President's job description.
- Assist the President, and any other board members, as needed.

Secretary

- Serve as a recording and corresponding secretary for all Board and General Membership meetings.
- Present accurate minutes from previous meeting for both correction and approval.
- Maintain accurate written records of all meetings including identification of persons speaking, offering motions, offering seconds to motions, and calling for questions and adjournments.
- Ensure minutes accurately depict the voting outcome of the membership present.
- When requested by Board of Directors, prepare and distribute additional information concerning the business of Cavalcade to the membership or various committees thereof.
- Ensure all minutes, and official documentation, is placed on the current website.

Treasurer

- Administer all financial aspects of Cavalcade within the confines of the approved Cavalcade budget including bill payment, reimbursement, and income deposits.
- Maintain accurate records of all financial records of Cavalcade, including expense and income records.
- Generate and present financial reports for the fall and Spring Board of Directors and general membership meetings.
- Develop, in conjunction with the elected members of the Board of Directors, a proposed Cavalcade budget. (July 1 – June 31 period)
- Facilitate the budget approval process at the December general membership meeting.
- Assist and supervise the financial aspects associated with Cavalcade Marching Band Championships. Cavalcade may hire an accountant to assist at Championships. A financial summary of the Championships shall be presented to the Board of Directors and general membership at the December meetings.
- Assist with the financial aspects associated with indoor and jazz championships when requested by the committee chairs.
- Provide a broad long-term prospective of Cavalcade finances.
- Advise the Board of Directors, Coordinators, and general membership regarding financial matters associated with Cavalcade.
- Work closely with the Executive Director to provide financial stability to all aspects of the organization.

Executive Director

- Work with and supervise all Cavalcade Coordinators and Administrators.
- Authenticate, by his/her signature, when necessary, all the acts, orders, and proceedings of Cavalcade.
- Contact, seek and assist new members and contest sponsors.
- Plan and operate Cavalcade Marching Band, Indoor and Jazz Championship contests in conjunction with the Education, Administrative, Judging, Communications Coordinator and the President. This involves:
 - serve as chairperson
 - cultivate corporate sponsorships
 - coordinate all business contracts (ie. pictures, video, audio)
 - insure Cavalcade is represented officially throughout all shows
- Seek new avenues of media contact and exposure for Cavalcade events.
- Seek and develop annual fund-raising programs to help offset inherent Cavalcade operational costs.
- Seek and develop corporate sponsorship opportunities for the association.
- Attend music educator conferences (when approved by the Membership) to develop a rapport with the school-music industry.
- Consult in Cavalcade financial matters.
- Facilitate the resolution of damage and liabilities incurred at Cavalcade events.
- Develop and maintain marketing activities including work with our website and all social media channels as needed.
- Work closely with the Treasurer to provide financial stability to all aspects of the organization.

Judging Coordinator

- Develop and maintain a complete Judges Roster.
- Coordinate all facets of Marching, Indoor and Jazz judges.
- Contact, seek and assist new judges.
- Assist, in cooperation with the Education Coordinator, with all judge's clinics.
- Coordinate and distribute the judge's manuals for Marching, Indoor and Jazz band divisions.
- Schedule all judges, for all Cavalcade events throughout the year.
- Upon request of the board or membership, develop new or different judging sheets when needed to keep current with each activity.
- Screen and monitor current Cavalcade judges to ensure compliance with all established Cavalcade policies, procedures, regulations, and guidelines.
- Facilitate the resolution of judging conflicts at Cavalcade events.
- Facilitate the resolution of "Protests" according to established Cavalcade procedures.
- Assist the Executive Director in the planning and operation of Championship Shows.
- Work with the Marching Band Administrator on the number process to determine A and Open divisions for championships.
- Work with the Jazz Administrator on any aspects needed.
- Work with the Indoor Administrator, to determine classifications or promotions before or during the season.
- Work with the Education Director on all aspects of judges, judging information and clinics to our membership.

Education Coordinator

- Work closely with the Cavalcade Judging Coordinator in developing new judges' training workshops.
- Report to the Executive Director in regard to all plans for training workshops.
- Organize, in cooperation with the Cavalcade Judging Coordinator, all marching, indoor and jazz clinics.
- Upon request of the Judging Coordinator, assist with the development of judging sheet changes.
- Review judges' files on a regular basis and when necessary by the Judging Coordinator, to ensure quality judging.
- Provide continual feedback to all judges on terms, methods and communication approaches to judging.
- Assist the Cavalcade Judging Coordinator and Administrators in working with judges for improved judging performance.
- Search for new and different educational opportunities for band directors, staff and all judges.

Communications Coordinator

- Distribute and receive Membership Applications and receive Show Participation Forms and Dues.
- Maintain and provide the Cavalcade director roster to all members.
- Publish periodic news releases (including photographs) dealing with current organizational phases of Cavalcade.
- Organize, set up and attend the Cavalcade exhibit at events and conventions when approved by the Membership.
- Attend Marching Band, Indoor and Jazz shows in order to acquire necessary news items and pertinent information.
- Maintain the Cavalcade web page with information concerning news and results, and updates from Cavalcade events.
- Assist the Executive Director in the planning and operation of Championship Shows.

Administrative Coordinator

- Distribute and receive all sponsors' Show Contracts.
- Develop and distribute all passes for the season.
- Solicit advertising for the marching band championship program.
- Handle all trophies, plaques, medals and patches for the marching, indoor and jazz championships, seeking multiple bids for each item.
- Work with the Executive Director and Administrative Coordinator on contracting championship locations, other than Hershey Stadium.
- Assist the Executive Director in the planning and operation of Championship Shows.
- Work with the Administrators in developing Championship programs and tickets (including any necessary bids).
- Produce and update on the web site all Cavalcade documents including Constitution, By-Laws, Rules and Regulations and Job Descriptions.

Technical Supervisor

- Work closely with the Judging Coordinator, Communications Coordinator, Marching Band Administrator, Indoor Administrator and Jazz Administrator as needed.
- Schedule all marching band, indoor guard/percussion and jazz shows.

- Handle all Competition Suite related areas and issues including overall maintenance, show creation, division creation, judge assignment entry (provided by the judging coordinator) and any changes needed prior to and during shows.
- Specifically working in all management and administration areas connected with users, judges, groups, divisions, staff approval, file commentary and events.
- Work with and help train tabulators on the tabulation process of Competition Suite.
- Assist band directors, staff and judges to register and access information as needed.
- Be available the day of contests for any issues, problems or complications which need attention or resolution.
- Work with Competition Suite's management on issues which cannot be resolved by Cavalcade.

Marching Band Administrator

- Constantly seek new marching bands, promoting the circuit as a much as possible.
- Constantly seek new show hosts.
- Contract and Invoice all show hosts weekly throughout the fall.
- Work with the Executive Director and Administrative Coordinator on contracting championship locations, other than Hershey Stadium.
- Assist the Executive Director and Coordinators with the Marching Band Championship.
- Work with the Administrative Coordinator in developing the Marching Band Championship Program and tickets.
- Work with the Judging Coordinator on the number process to determine A and Open divisions for championships.
- Be available the day of contests for any issues, problems or complications which need attention or resolution.
- For potential weather issues on Saturday's, communicate, coordinate and resolve any and all show issues.

Marching Band Music & Visual Caption Supervisors

- Work closely with the Judging Coordinator and Education Coordinator as needed.
- Recommend new judges.
- Assist the Education Coordinator with any new judges training.
- Review audio files and scores of trialing judges.
- Assist with judge's clinics as needed.
- Assist the Judging and Education Coordinators with the resolution of judging conflicts at Cavalcade contests. This would include reviewing audio files, scores and protest information from directors. (Judging Coordinator to make all contacts with judges and directors)
- In conjunction with the Education Coordinator and Judging Coordinator, evaluate judges recorded files, throughout the season, for critique and feedback to ensure the highest quality of judging with our sheet criteria.
- Give input to the judging coordinator on the selection of Championship panels for all divisions.

Marching Band Director Liaison

- Solicit for member directors to serve as conference representatives on the Marching Band Committee.
- Develop and publicize to the Cavalcade membership and procedures relevant to member directors submitting items and concerns to the Marching Band Liaison for discussion at the Rules Congress.
- Communicate to the general membership both the dates and procedures of the Rules Congress.
- Chair and conduct the yearly Rules Congress.
- Communicate and publicize the dates of the marching band committee meetings typically held during the winter months.
- Chair and conduct the individual Marching Band Committee meetings.
- At the Cavalcade annual spring general meeting provide both a written report (recommendations) and verbal presentation (for voting purposes) of the committee's recommendations.

Jazz Band Administrator

- Constantly seek new jazz bands, promoting the circuit as a much as possible.
- Constantly seek new show hosts.
- Establish and communicate the jazz band season schedule.
- Establish and provide a list of all jazz band school divisions.
- Contract and Invoice all show hosts weekly throughout the season.
- Coordinate all member school of membership dues.
- Provide jazz band host schools of any unpaid jazz band member schools prior to their performance.
- Day and night of shows availability for any issues, problems or complications which need attention.
- Provide host directors with Cavalcade Jazz festival policies and procedures, as well as soloist medals.
- Work with the Jazz Band Liaison on any and all director and student issues throughout the season.
- Help establish and run the NJ jazz Regional Championship.
- Work with the Executive Director and Administrative Coordinator on contracting championship locations.
- Establish exhibition bands for all championships.
- Coordinate and manage Jazz Band Championships with the assistance of other board members.

Jazz Band Director Liaison

- Work with the Jazz Band Administrator and provide a list of Cavalcade Jazz Judges to host directors.
- Develop and administer an annual survey to all Cavalcade jazz participant schools in order to develop possible rules changes.
- Plan and operate Jazz Band Committee meetings when necessary.
- Communicate both the dates and procedures for the season conclusion/rules congress meeting.
- Chair and conduct the rules congress meeting.
- Prepare and submit to the Board of Directors an accurate summary of the overall recommendations proposed at the annual Cavalcade spring membership meeting.
- Take approved items back to committee for any final clarification or review.
- Seek new Cavalcade jazz units.
- Plan and operate Jazz Clinics when needed, including procuring clinicians and contacting all interested schools and adjudicators.

Indoor Administrator

- Constantly seek new units, promoting the indoor division as a much as possible.

- Constantly see new show hosts.
- Assist with judge's clinics as needed.
- Assist the Executive Director and Coordinators with the Indoor Championship.
- Work with the Administrative Coordinator in developing the Indoor Championship Program and tickets.
- Develop, in conjunction with the Judging Coordinator, all Indoor classifications.
- Be available the day of contests for any issues, problems or complications which need attention or resolution.
- Determine the championship schedule based on current rules and procedures.
- Communicate constantly to indoor directors about all aspects of the indoor season.
- For potential weather issues on Saturday's, communicate, coordinate and resolve any and all show issues.
- Be totally current on the national trends and WGI information.
- Recommend new judges.

Indoor Guard & Percussion Caption Supervisors

- Work closely with the Judging Coordinator along with the Indoor Administrator and Education Coordinator as needed.
- Be totally current on the national trends and WGI information.
- Recommend new judges.
- Recruitment of new indoor units.
- Assist the Education Coordinator with any new judges training.
- Review audio files and scores of trialing judges.
- Assist with judge's clinics as needed.
- Assist the Judging and Education Coordinators with the resolution of judging conflicts at Cavalcade contests. This would include reviewing audio files, scores and protest information from directors. (Judging Coordinator to make all contacts with judges and directors)
- Give input to the judging coordinator on the selection of Championship panels for all divisions.
- Assist at Championships as needed.

Indoor Director Liaison

- In conjunction with other Board members, assist with the organization and operation of the indoor championship event.
- Develop and publicize procedures relevant to member directors submitting items and concerns to the indoor Committee Chairperson for discussion at the season conclusion/rules congress meeting.
- Communicate to the Cavalcade Board of Directors and general membership both the dates and procedures for the season conclusion/rules congress meeting.
- Chair and conduct the rules congress meeting.
- Prepare and submit to the Board of Directors, a complete and accurate summary of the committee's overall recommendations to be proposed at the annual spring membership meeting.
- At the Cavalcade annual spring general meeting provide both a written report (recommendations) and verbal presentation (for voting purposes) of the committee's recommendations.
- Take the approved items back to committee for any final clarification or review before being voted on by the indoor membership.