



## *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, Treasurer *and At Large member*, 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.
- *Communicate to all constituents, via Competition Suite email, periodic important information to help all members throughout each performance season.*
- 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.
- *Communicate to all constituents, via Competition Suite email, periodic important information to help all members throughout each performance season.*
- *Coordinate educational opportunities for member directors as they pertain to the development and growth of their individual programs.*
- Operate the Cavalcade student scholarship program.
- *Maintain communication with the Hall of Fame Coordinator in order to provide updates to the Board of Directors.*
- 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 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.

### **At Large Member**

- *Serve as a fifth member of the board for voting purposes.*
- *Serve as a liaison and spokesperson for the membership at large.*
- *Complete tasks assigned by the president or board of directors.*
- *Work with the Executive Director and all administration as needed.*
- *Attend all board meetings.*
- *Serve as a voting member of the Board of Directors.*

### **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.
- *Communicate to all constituents, via Competition Suite email, periodic important information to help all members throughout each performance season.*
- *Maintain aspects of the association website including, information, upkeep, photos, documents, revisions and direct contact with website host provider.*
- *Produce and update on the web site all Cavalcade documents including Constitution, By-Laws, Rules and Regulations and Job Descriptions.*
- *Provide content, photos and appropriate information on the association Facebook page.*
- *Secure rights from directors on student's participation in social photos.*
- Plan and operate Cavalcade Marching Band 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)
  - ensure Cavalcade is represented officially throughout all shows
  - *ensure overall profitability of each event*
- 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 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 and Jazz band divisions.
- Schedule all judges, for all Cavalcade events throughout the year.
- ***Work with the Technical Supervisor making sure all judges are properly entered in Competition Suite in a timely fashion for each contest.***
- ***Maintain all hotspots and data plans, seeking most cost-effective plans possible.***
- 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 Education Director on all aspects of judges, judging information and clinics to our membership.
- ***Provide content, photos and appropriate information on the association Facebook page.***
- ***Provide weekly communication, via email and Facebook video to all judges.***

### **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, 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.

### **Administrative Coordinator**

- ***Maintain and provide director rosters to board and administrators as needed.***
- ***Communicate to all constituents, via Competition Suite email, periodic important information to help all members throughout each performance season.***
- ***Maintain aspects of the association website including, information, upkeep, photos, documents, revisions and direct contact with website host provider.***
- 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, 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).
- *Organize all aspects of state music conventions and other live events. This consists of apply, organizing, providing booth material and attending events as needed.*

### **Financial Controller**

- *Track and deposit all seasonal application membership forms, membership dues and marching and jazz band fees.*
- *Communicate deadlines and late payments to all offending directors.*
- *Process bill payments at the discretion of the Treasurer.*
- *Assist Treasurer with maintaining accurate financial statements and reports for membership distribution.*
- *Assist the Executive Director and Treasurer with financial reporting as required at Board and General Membership meetings providing advice to support the decision-making process.*
- *Assist the Treasurer with preparing and presenting the annual budget at all board or general membership meetings.*
- *Manage all bookkeeping functions for general ledger, accounts payable, accounts receivable and payroll.*
- *Provide structure for all accounts payable and receivable processes including cash management and credit card control.*
- *Document and maintain complete and accurate supporting information for all financial transactions.*
- *Ensure compliance with internal financial and accounting policies and procedures.*
- *Ensure all statutory requirements are met including withholding payments, Income Tax, Goods and Services Tax and any other tax issues.*
- *Prepare all supporting documentation for the annual audit with the approved external auditor.*
- *Develop and implement policies and procedures to ensure all personnel and financial information is secure.*
- *Prepare all payroll functions to ensure employees are paid in a timely and accurate manner.*
- *Issue 1099 statements to all staff paid over \$600 a year for any function.*
- *Work with tax preparer for proper use of W-9 employee forms and any other documentation.*

### **Social Media Coordinator**

- *Provide content, photos and appropriate information on the association Facebook page.*
- *Maintain the Facebook page and update areas regularly.*
- *With approval from school directors, post student pictures as appropriate.*
- *Work with our website provider as needed, and in coordination with the Executive Director, for ongoing improvements.*
- *Place all marching and jazz shows on social media, throughout each season.*
- *Monitor all social channels, for questions and inappropriate comments. Coordinate with Executive Director on challenging issues.*

- *Use Facebook Live when appropriate and practical.*
- *Pursue areas like Fan Favorites or other social interactions at championship events.*
- *Use hashtags to promote events as much as possible.*
- *Work with the Executive Director on Web Site participation.*
- *Search for appropriate student voices to share their perspective with our audience.*
- *Attend as many events for social interactions, especially photos from events.*
- *Develop an army of photographers so we can gather as many photos as possible from each event.*

### **Technical Supervisor**

- Work closely with the Judging Coordinator, Communications Coordinator, Marching Band Administrator and Jazz Administrator as needed.
- Schedule all marching band 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.
- *Provide content, photos and appropriate information on the association Facebook page.*

### **Hall of Fame Coordinator**

- *Communicate regularly with all Hall of Fame members.*
- *Update, and maintain, complete record of members with all emails, phone numbers and addresses.*
- *Coordinate and distribute season passes and marching championships parking passes.*
- *Reorganize and coordinate, with the Vice President, all Hall of Fame submissions, recommendations and voting.*
- *Review the total application process, and implement changes for improvement.*
- *Constantly search for candidates to be nominated to our Hall of Fame.*
- *Control the election of new members.*
- *Coordinate presentations, picture and writeups of new members.*
- *Determine the best location and event for presentations*
- *Organize outings, or special gatherings for all members.*
- *Work closely with the Executive Director on the overall positive growth of our Hall of Fame each.*

### **Marching Band Administrator**

- Constantly seek new marching bands, promoting the circuit as a much as possible.
- Constantly seek new show hosts.
- *Coordinate all season shows updating information on the website, Facebook and to all administrators as needed.*
- *Work with the Technical Supervisor making sure all shows are properly entered in Competition Suite in a timely fashion.*

- *Communicate to all constituents, via Competition Suite email, periodic important information to help all members throughout each performance season.*
- Contract and Invoice all show hosts weekly throughout the fall.
- Work with the Executive Director and Administrative Coordinator on contracting championship locations.
- 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.

- *Coordinate all season shows updating information on the website, Facebook and to all administrators as needed.*
- *Work with the Technical Supervisor making sure all shows are properly entered in Competition Suite in a timely fashion.*
- *Communicate to all constituents, via Competition Suite email, periodic important information to help all members throughout each performance season.*
- 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.
- 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 End of Season Event locations.*
- *Establish exhibition bands for all End of Season Events.*
- 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.