

2009

**Southwest Iowa Bandmasters
Operation Manual**

**Updated
May 12, 2009**

2009 SWIBA Officers

President: Tom Klaver, Denison
President-Elect: Andy Walters, Lewis Central
Secretary/Treasurer: Bob Hoffmann, Audubon
Vic Wood/Major Landers: Chair Byron Tinder, Audubon
Public Relations/Webmaster: Ruben Newell, Atlantic
HS Honor Band Chair: Jarrod O'Donnell, Nodaway Valley
MS Honor Band Chair: Patti Bekkerus, Denison
Research and Development: Dr. Terry Hanzlik, AL
Elementary Affairs: Sue Schneider, Harlan
Middle School Affairs: Pam Ryan, Lewis Central
Marching Band Affairs: Mike Peters, Creston
Jazz Band Affairs: Phil Hoesing, Red Oak
Concert Band Affairs: Craig Crilly, Harlan
College Affairs: Christine Hitt, IWCC
Technology: Jamie Craig, Nodaway Valley
Mentorship: Pete Jacobus, Glenwood
IBARD Representative: Lee Nelson (ret.), Harlan
SWIHMB Director: Byron Tinder, Audubon

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[SWIBA OPERATIONS MANUAL]

[Job descriptions and timelines for the Southwest Iowa Bandmasters Association officer positions.]

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SWIBA DISTRICT PRESIDENT

OVERVIEW OF DUTIES AND RESPONSIBILITIES *(updated 2-4-2008)* (elected by the district membership - one year term)

1. Schedule and prepare agendas for SWIBA meetings.
2. Attend and prepare reports for state IBA meetings in summer (Des Moines), November (Ames), and May (IBA Conference). Also send reports to the SWIBA webmaster.
3. Replace chairpersons of district events whose terms have expired.
4. Formulate, print, and distribute the district newsletter and events packets.
5. Call meetings of district officers and committee members as needed.
6. See that all IBA committees have district representation. Report new committee members to the IBA President-Elect by June 1st.
7. Report any deceased IBA members from SWIBA to the IBA president and secure a picture and obituary for the IBA magazine editor.
8. Organize the selection of district candidates for IBA offices, Karl King Service Award (Active and Retired), and the IBA Hall of Fame Award. (usually done at the fall SWIBA meeting)
9. Coordinate with the host sites for all district-sponsored events.
10. Contact directors for district honor band events.
11. Coordinate the identification of new band directors in the district with the mentorship chairperson by September 1.
12. Work with the SWIBA webmaster to help update information on the district website.
13. Remind district events chairpersons to examine that all participants are current IBA members.
14. Share information concerning office responsibilities with president-elect.
15. Send the names of district retiring IBA members and tenure award recipients to the IBA president-elect by March 1.
16. Send \$200 district donation for the IBA Conference Banquet to the IBA treasurer.

TIMELINE OF DUTIES AND RESPONSIBILITIES

One year as President-Elect: One year prior to assuming the position of SWIBA President, the best advice is to pay close attention to the events and activities going on in Southwest Iowa. Save mailings from the current SWIBA President, and stay current on topics posted on the SWIBA forum.

MAY: Wednesday night before the IBA Conference: There is a meeting of current District Presidents, the President-Elects, and the IBA Executive Board. This meeting is mainly to introduce the incoming IBA President and the IBA Executive Board to the leadership from the six districts. The outgoing SWIBA President should notify the incoming SWIBA President about the time and place of the meeting.

MAY: The President-Elect of SWIBA takes over duties immediately after the SWIBA meeting at IBA conference in May. Congratulations! Good Luck! The SWIBA meeting takes place on Friday of the IBA Conference. The outgoing SWIBA President will hand over the SWIBA file box to the new President.

JUNE & JULY: Summer IBA meeting – The IBA President will announce the date for the summer IBA meeting. As SWIBA President, you will need to submit your first President’s report – one page – to be read at the meeting. Traditionally, the meeting is held at the Hotel Fort Des Moines, and IBA will pay for mileage and your meal. The meeting will last all day, and will be attended by the current IBA President, IBA Past President, IBA President-Elect, the IBA Executive Board, District Presidents, and the State Committee Chairpersons.

JUNE, JULY, and early AUGUST: Prepare the fall SWIBA President’s mailing to members to be mailed around August 15-20. This mailing should include:

Welcome letter from SWIBA president to include:

- Date and time of the fall meeting – usually at Red Coach Inn in Red Oak
- Include the cost of the meal and ask for RSVP to notify restaurant of numbers
- Include how to contact SWIBA president with questions (e-mail, phone numbers)
- Cost of IBA/SWIBA dues and the cost of the meal

Directory Information Form and include:

- Who to send directory information
- Who to send \$ for SWIBA – for IBA

Honor Band Entry Form to include:

- Junior High registration form
- High School registration form
- 7th Grade requirements sheet
- 8th Grade requirements sheet
- 9/10 requirements sheet
- 11/12 requirements sheet

Calendar of SWIBA events (and/or mention the swiba.org website)

JUNE, JULY, and early AUGUST: As SWIBA President, you will have the honor of either guest directing either the SWIBA 7th Grade Honor Band, or the SWIBA 9-10 Honor Band. It is highly recommended that you select your program during the summer months, notify the honor band chairs, order the music, and prepare for the festival.

AUGUST and SEPTEMBER: New Members to SWIBA district. As SWIBA President, check with the mentorship chairperson to ensure that all new directors to the district have been contacted. To figure out who the new directors are, the music stores can be a big help. They can alert you to who has resigned and who has been hired. Mailings go out to the schools so new directors will most likely get the mailing. The secretary/treasurer is very helpful in this matter as this person typically gets the membership dues to SWIBA and some of the IBA dues. Also, make sure that you keep the SWIBA Directory Chairperson up to date on new directors.

SEPTEMBER: Fall SWIBA Meeting: Traditionally held at the Red Coach Inn in Red Oak, this does not necessarily mean that the meeting MUST be held at this location. Call and reserve a room with the restaurant. Set up a time to RSVP and give the restaurant an accurate count.

- The meeting is held on the 2nd or 3rd Monday in September
- Prepare an Agenda including:
 - Committee reports
 - Sec/treasurer report
 - Old business
 - New Business

- Door Prizes
- Work with the SWIBA Treasurer / Secretary and SWIBA Directory to:
 - Ensure that the directory information is complete and correct
 - Ensure that members have paid their SWIBA and IBA dues.
 - Ensure that new directors are welcome to SWIBA

NOVEMBER: Fall IBA meeting: The fall IBA meeting is held in conjunction with Iowa All-State Music Festival. The meeting will be in Ames at Iowa State University on the Saturday of the Festival. No mileage will be paid for this meeting because most of the IBA / SWIBA leadership will be at All-State or the MENC conference. As SWIBA President, you will need to submit your second President's report – one page – to be read at the meeting which lets the IBA people know what we are up to.

DECEMBER or JANUARY: Depending upon which honor band you will be guest directing, you need to be prepared for the festival. The SWIBA MS Honor Band Festival is in December, and the SWIBA HS Honor Band Festival is in January. Make sure that the music has been ordered, make percussion assignments, study your scores, and prepare for a wonderful experience.

JANUARY, FEBRUARY: Winter Mailing: The winter SWIBA meeting is traditionally held on the first or second Monday in March. Most recently, the SWIBA winter meeting has been held at Dusty's in Griswold. During January and February, confirm the date of the meeting, make reservations at the host restaurant, and prepare a mailing to invite the membership. The winter mailing should include the following information.

- Date, time, and location of the winter meeting
- Include the cost of the meal and ask for RSVP to notify restaurant of numbers
- Include how to contact SWIBA president with questions (e-mail, phone numbers)

JANUARY, FEBRUARY, MARCH: During this time, you will have a lot of correspondence with IBA Officers and the SWIBA membership. As SWIBA President, you will receive a lot of information from the state level to pass onto the membership. It is your responsibility to keep the membership informed and to remind of magazine deadlines, election biography deadlines, and other miscellaneous tasks that will come across your desk.

MARCH: Winter SWIBA meeting is held on the 2nd or 3rd Monday in March
Prepare an Agenda including:

- Committee reports
- Sec/treasurer report
- Old business
- New Business
- Door Prizes
- Work with the SWIBA Treasurer/Secretary and SWIBA Directory to:
 - Ensure that the directory information is complete and correct
 - Ensure that members have paid their SWIBA and IBA dues.
 - Encourage new directors to attend

MARCH and APRIL: You will continue to have a lot of correspondence with IBA Officers and the SWIBA membership. Be sure to notify the membership of the decisions made at the Winter SWIBA meeting either via the SWIBA forum, or through another President's mailing.

MAY: IBA Conference and Spring SWIBA meeting: Congratulations! You did it! The Spring SWIBA meeting is held during the IBA conference in May at the Hotel Ft. Des Moines. Make sure you get your reservation in early, and remember that IBA does upgrade your reservation to a suite. For the conference, IBA does ask you to provide 2 SWIBA members to work the IBA registration desk. During the conference, you will be invited to various meetings, be sure to attend and represent the interests of the District. For the final SWIBA meeting, hold elections for positions that need to be filled the next year, and remember to pass along the President's box to the new President immediately following the meeting.

President – Elect

(Elected by IBA membership - one year term)

1. Assist the president in carrying out the duties of the office and assume the office of president in the case the president shall be unable to serve.
2. 2. Attend all Board of Directors meetings for SWIBA.
3. Consult with the President to appoint IBA committee chairs.
4. Submit an article to each issue of the IBA magazine of requested by SWIBA
5. Collect ideas and suggestions about potential clinicians and performing ensembles for the IBA Conference.
6. Assist at all honor band or audition sites for SWIBA

SWIBA District High School Honor Band Chair

OVERVIEW OF DUTIES AND RESPONSIBILITIES

(Elected by the district membership)

1. Send out requirements for audition
2. Line up conductors for two honor bands (9/10 & 11/12).
3. Make schedule of auditions once entries have been received.
4. Order and separate music to be distributed to schools.
5. Get program made for concert.
6. Talk with host school regarding auditions and festival.
7. Make sure meals are lined up and directors have hotel rooms if needed.
8. Turn over all financial information and bills to SWIBA Treasurer.

TIMELINE OF DUTIES AND PRESRESPONSIBILITIES

JUNE & JULY: Line up guest directors for the upcoming year's festival. Review etudes that are to be used for auditions. Create the requirement list and edit entry form. Send materials to SWIBA President for distribution to SWIBA Schools. Send a list of music that is available from previous festivals.

SEPTEMBER SWIBA MEETING

Report all information for the upcoming festival. Have directors sign-up to judge during the audition day. Have a sign-up sheet for helpers the day of the festival.

FALL

Get the music list from guest conductors along with biographies. Get any notes from directors to include in the accepted list for schools. Order music from Rieman's Music (**order two copies**)
Get music separated and organized for easy distribution to member schools.

DECEMBER (Audition Day)

Hold a short meeting for all of the adjudicators.
Have a check in table so schools can present scratches.
Make sure to report scratches to each audition room.
Make sure to have the number list that identifies schools for the end of the day.
Have the judge's tabulation sheets and make sure they go in order of highest to lowest score.
Enter names of students that were accepted and schools to post on SWIBA website.
When auditions are over, insert music into the manila envelopes with school labels to be delivery to directors & students.

POST AUDITIONS (December)

Get the seating chart from directors and send to host school.
Line up any unusual percussion items that will be needed for the day of the festival.
Give guest conductors a schedule of the festival day so they can plan what to work on at what time.
Make the programs and send them to the printers.
Get names of four year members of the honor band, and members of that have made the honor band for six years.
Reserve hotel rooms for guest directors.

JANUARY (Festival Day)

Greet guest directors and introduce them to the students.
Make sure directors have anything they need for the day.
Make sure I have the list of kids that have made it for four and six years
Have directors available to tune students to speed up the festival.
Have money takers and program distributors.

MARCH MEETING

Report on Honor Band festival and take suggestions from directors for improvements for next year, or any ideas for conductors for the following year.

SWIBA Middle School Honor Band Chair

Job Description: Organize the auditions and the festival for the middle school honor band festival. Chair is responsible for publishing the audition material in a timely fashion, collecting registrations and creating an audition schedule, run the audition center and tally the results, securing judges for the auditions, securing the directors for the festival, ordering and organizing

music for distribution, running the festival, and working with the host schools administration and directors prior to the auditions and the festival.

SWIBA Middle School Honor Band Timeline

February

- Confirm dates of auditions and festival with hosting school and SWIBA president

April/May

- Contact possible guest conductors and secure directors with the location and date
- One for 7th grade and one for 8th grade (the SWIBA president has the option of conducting the 7th grade honor band or the 9-10 honor band)

July

- Send honor band requirements, entry form to SWIBA president
- Set registration postmark deadlines

August

- Contact guest conductors and ask them to choose their music selections for the honor band.

September

- Order music by September 1st
- Announcements for the fall SWIBA meeting (guest conductors, deadlines, dates, facilities)
- Ask for volunteer judges
- Secure 20 judges (2 per audition room)
- Send reminder via email about entry fee postmark deadline date the week of
- Contact host site for auditions and festival to touch base

October

- Create audition schedule
- Mail schedule, ballots, and audition information two weeks before auditions
- Communicate with host audition school about lunch, donuts and coffee, bus parking, warm up room, concession stand, signs for rooms, rooms needed, and start and stop times
- Make judges packets with music, requirements, scale cards, and pencils
- Create database for selecting the band
- Make music packets for each band
- Assign percussion parts
- Order folders to be delivered to host site
- Communicate percussion needs to host festival site
- Secure lunch plans with host festival site
- Confirm schedule for the festival day with host site so break times work with school's schedule

Audition Day:

- Judges meeting 1/2 hour before the auditions begin

- Collect scratches from participating schools
- Tabulation of results
- Distributing of music
- Mail or send music via Rieman Music
- Program information to Marty (or whoever volunteers to do it!)

Two weeks prior to festival:

- Secure seating chart and biographies from guest conductors
- Secure hotel room (if needed) for guest conductors
- Secure 2 SWIBA directors to be in the percussion section (1 in each band) for at least the first rehearsal of the festival
- Be in contact with host site with percussion needs, band set ups, music, lunch breaks, etc
- Make lunch and supper plans for directors
- Cash box for the concert, money for director meals, paychecks for the directors from SWIBA treasurer

November:

Festival Day:

- Introduce guest conductors to bands
- Make announcements before breaks and supper breaks
- Introduce guest conductors at concert, the “MC” for the concert
- Collect music following the concert from the students

Following Festival:

- Send thank-you notes to the hosting schools for auditions and festival
- Put the music together and sell at 1/2 price to any SWIBA school interested
- Make any changes to the audition requirements, auditions, or festival as needed and/or discussed by the SWIBA directors

SWIBA District Jazz Affairs Chairperson

OVERVIEW OF DUTIES AND RESPONSIBILITIES *(updated 2-25-09)*

(Elected by the district membership - three year term)

1. Plan and facilitate the Dick Bauman Memorial Jazz Festival, which serves as our SWIBA District Jazz Festival
2. Attend any IBA jazz affairs meetings, as called by the state Jazz Affairs chairperson
3. Prepare a report on district jazz affairs to share at district meetings.
4. Attend SWIBA meetings in September, March, and May to deliver SWIBA Jazz Affairs report to the membership.

TIMELINE OF DUTIES AND PRESPONSIBILITIES

AUGUST and SEPTEMBER: Contact the jazz festival hosts to ensure double-check site availability. The jazz festival is held in two centers (3A/4A & 1A/2A), where these high schools and their corresponding middle schools perform in competition. *For each center*, 3 judges and 2 clinicians need be hired. Begin contacting judges immediately to secure them for the late winter festival. Once you have contacted all of the judges and clinicians, mail contracts to them to

make sure they are secure. Attend SWIBA fall meeting to share the date and location of the festival with the directors. Apply for IHSMA sanctioning for the Dick Bauman jazz festival. The form for this can be found at <http://www.ihsma.org>.

OCTOBER: Obtain the SWIBA mailing label file from Pam Ryan, who is in charge of the directory. Prepare and mail the registration letter via snail mail to all active SWIBA directors, which should include:

- The letter explaining the contest
- Registration application that includes a postmark deadline and notification that entries will not be accepted without an accompanying check

DECEMBER or Early JANUARY: As registrations start coming in, enter them into a spreadsheet to keep track of school information and financial information. Once the registration deadline is past, begin making the performance schedule for the festival.

JANUARY:

1. Prepare the final festival mailing, to include:
 - Contest letter (including an alert to the directors about the Dick Bauman Scholarship postmark deadline one week prior to festival) and final instructions for the day of the festival
 - Final schedule of performing bands (warm-up, performance, and clinic times included)
 - Personnel and Music Selection Form
 - Stage set-up form
 - A map of the festival site performance building
 - Dick Bauman Scholarship application
 - Mail this festival letter to all participating bands no later than 6 weeks prior to the festival.
2. Prepare and mail a judge/clinician letter including all details of the festival, compensation, etc. to all contracted judges/clinicians
3. Provide hosts with a list of needed contest workers, equipment needs, meal needs for judges, and a final performance schedule
4. Order judges' tapes (3 per performing band)
5. Place an order in early January for trophies/outstanding soloist plaques to be delivered no later than one week prior to the festival. Jeff Schoening usually helps with this.
6. Order 100 sheets of certificate paper for each center.

FEBRUARY:

1. Make 3 ballots for each performing band
2. Prepare tapes, clearly labeled with Band name, class, and judge
3. Prepare judges' instructions for the festival and a tote sheet for each judge
4. Create a manila envelope for each judge including ballots in performance order, a schedule of bands, tote sheet, and judges' instructions. Put their tapes in performance order.
5. Prepare a recap sheet for each center to keep track of judges' scores
6. Prepare a program for each center including performing bands, judges, clinicians, and biography of Dick Bauman on the back

AT THE FESTIVAL:

1. Arrive two hours prior to the first performing band. Place trophies out in performance centers and judges' packets/tapes at their stations.

2. Acquaint yourself with the path that bands will follow.
3. Set up a contest office where you will print outstanding solo certificates for students circled by at least 2/3 judges.
4. Prepare director packets including the completed tapes, ballots, and solo awards.
5. Fill out your recap sheet to keep track of results.
6. If possible have two awards ceremonies, one for the morning bands and one for the afternoon bands.

THE WEEK AFTER THE FESTIVAL: E-mail Pat Kearney the complete rankings from first to last place for each high school class for the Iowa Jazz Championships committee to use. Mail the Dick Bauman Scholarship winner information on how to get the money.

MARCH: Winter SWIBA meeting:

Prepare a Jazz Affairs report including:

- Numbers of performing bands at this years' festival
- IJC qualifiers from SWIBA
- Secure next year's site and date

MAY: IBA Conference and Spring SWIBA meeting: The Spring SWIBA meeting is held during the IBA conference in May at the Hotel Ft. Des Moines. Make sure you get your reservation in early. At the conference make sure you attend the jazz affairs meeting and report any information back to the membership at the SWIBA meeting. In some years, the district meetings happen before the committee meetings, so report any information in that case on the SWIBA forum/via mass email to the membership.

SWIBA MS/JH AFFAIRS

Term: 3 years, 2 terms limit, Elected by SWIBA membership.

The committee member should:

1. Attend SWIBA district MS/JH Honor band auditions to determine All-Iowa 8th honor band membership.
2. Announce the All-Iowa membership (8th grade only) at the SWIBA Honor Band festival.
3. Attend the IBA conference in May to help with the All-Iowa 8th grade band. (Wed-Thurs)
4. Attend the meetings of the MS/JH AFFAIRS committee.
5. Report to the SWIBA membership at district meetings.
6. Distribute information/music to students earning a position in the All-Iowa 8th grade band.
7. Your opinion is needed when dealing with potential issues/concerns of the All-Iowa band.
8. **Feb 22, 2009, this committee is in discussion to expand its mission including items such as leadership in best practices for teaching/learning, professional development, and technology. This discussion will continue through May 2009 and will be published at www.bandmasters.org .**

Timeline

September – MS/JH AFFAIRS CHAIRPERSON makes contact usually by email.

Give verbal or written report to SWIBA membership at the district meeting.

October – Expect delivery of 22 All-Iowa folders with a student information letter included. The top 22 8th grade students attending the district MS/JH honor band festival are chosen for the 8th grade All-Iowa band rehearsal and 2 concerts (1:00 & 3:00) held on Thursday during the IBA conference in May. Current fees (2008) to SWIBA are \$30 per student – total \$660 to be paid to IBA treasurer.

All-Iowa Band - The 8th grade All-Iowa honor band features a nationally known conductor/composer and a commissioned piece to be premiered at the IBA conference. Email the IBA MS/JH CHAIR to remind them of the November SWIBA honor band date and the need to have the 22 folders before the honor band. There is a rotating 6 year schedule of part assignments from the 6 districts. Instrumentation is 2 flutes, 1 oboe, 1 bassoon, 4 clarinets, 1 low clarinet (the top Eb or Bb student), 1 alto sax, 1 tenor sax, 1 bari sax, 3 trumpets, 2 French Horn, 2 trombone, 1 baritone, 1 tuba and 1 percussion (the top percussion student in mallet OR snare OR timpani).

October/November – Attend the SWIBA honor band auditions - last Saturday in October or the first Saturday in November. Determine the top 22 - 8th grade students (chosen from the SWIBA district MS/JH honor band) to attend the All-Iowa 8th grade band held at the IBA conference. It is important that only the MS/JH AFFAIRS person designate the top 22 students. This will avoid any confusion or misinformation being distributed. Send to the MS/JH AFFAIRS **CHAIRPERSON:** list including instrument, student name, name of school including MS or JH, town, and director.

November - Attend the MS/JH SWIBA honor band festival (2nd Friday in November). All-Iowa folders are awarded publicly at the evening concert by the SWIBA MS/JH AFFAIRS person.

This is also a good time to thank the host school, directors, parents etc for their support.

March – Expect a final mailing from the MS/JH AFFAIRS CHAIRPERSON containing commission piece, percussion assignments, director's ticket, 3 tickets per student and final instructions – to be sent to the directors for distribution to students.

May – IBA conference. Wednesday night - set up the All-Iowa band. Thursday - help students find the dressing rooms, take tickets, supervise lunch, attend both concerts, conductor transportation, attend meeting of the MS/JH Affairs committee and report at the SWIBA district meeting.

Public Relations

I. IBA Magazine

Keep members informed of magazine deadlines and supply any pertinent SWIBA news to the IBA Magazine editor

II. SWIBA Directory (can be appointed)

Collect SWIBA Directory changes at the fall SWIBA meeting and update the SWIBA directory. Post an electronic version of the directory on the internet, and get hard copies printed for the membership.

III. IBA Candidate Information

Assist the President in collecting SWIBA IBA candidates for the IBA Magazine and IBA elections.

IV. SWIBA.org (can be appointed)

Continually update and improve the SWIBA web-site (SWIBA.org). Seek member's input on the content of the web-site and its role as a communication tool. Collect information regarding SWIBA dates from the President in the spring to be included on the SWIBA events calendar for the following year. Collect honor band requirements and registrations from the honor band chairs to be posted on the web-site. Also, manage the district-wide communication via the SWIBA Forum. Moderate all forum topics and manage the SWIBA mass e-mail system.

V. Correspondence

Assist the President with SWIBA correspondence with other districts and the membership.

VI. IBA/SWIBA and Music Education Advocacy

Keep current on IBA and SWIBA affairs and movements in music advocacy. Assist members with music advocacy and work with other agencies (IMEA, IJEA, IASB, etc.) with promote SWIBA, IBA and music education.

VII. Reports

Attend SWIBA meeting to give reports on any of the above items. Attend IBA Public Relation meetings in the spring at the IBA Conference.

VIII. Honor Band Clinicians

Collect a list of volunteers & ideas for clinics day for the middle school and high school honor band festivals. Line up clinicians in the fall for both festivals.
Submitted Feb. 2009; Ruben Newell

Major Landers Scholarship Chair

September-December: Publicize the scholarship opportunities to district directors.

January: Collect application forms

High school honor band day: Recruit three directors to serve as adjudicators. Collect all copies of solos and application forms. Proctor theory exam. Facilitate scholarship auditions. Check theory tests. Announce winners to band. Announce winners at concert.

February: Report winners to state chair and make sure winner gets info to IBA magazine.

March and May meetings: Publicize the scholarship opportunity to district directors.

Technology

1. Help define what technology issues affect band directors.
2. Provide support to band directors by enhancing their band programs with technology.
3. Provide curriculum and communication based professional development.
4. Research the newest technologies and deep band directors up to date through electronic communication and the IBA Magazine.
5. Review technology issues to keep information fresh while maintaining support for ongoing projects.

IBA Endowment Committee – Southwest District Representative

Term: three years

Responsibilities: to manage the IBA Endowment Fund (scholarships) and Contingency Fund (emergencies)

Duties:

1. Familiarize myself with investment terminology
2. Keep informed of economic climate, trends, and news
3. Correspond with state chair, district representatives, Endowment Fund treasurer, and IBA Treasurer
4. Study reports and prepare questions for annual meeting
5. Meet with state committee at least annually to review investments, assess outcomes, adjust strategies, and shift portfolio balance
6. Attend SWI District meetings, report at least annually on condition of IBA investments

Mentorship

1. Identify new teachers to the profession, and new to the SWIBA District.
2. Locate experienced teachers who will act as Mentors for those identified.
3. Make phone contact with individual, giving information, contacts, and help when needed.
4. Identify strengths and weaknesses in their understanding of timelines and deadlines.

Research and Development

Job description: To work along with other district representatives for Research and Development. Jobs include developing surveys for association information, write or co author articles to be published for the Iowa Bandmasters Association Journal. Members of the committee are also responsible for contacting colleges, universities and members for articles that may be used in the IBA journal.