

Policies and Procedures of Bay Winds Band, Inc.

Bay Winds Band, Inc. (hereafter also “Bay Winds Band”, “Bay Winds”, or “the Band”) as an organization has a number of methodologies for managing the operations of the Band. This policies and procedures manual describes the established policies and standard operating procedures that guide the Board of Directors.

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Dress Code Policy

It is the policy of Bay Winds Band to establish a dress code for performances in order to present a unified, cohesive, and appropriate ensemble appearance.

For formal performances (traditionally in the winter and spring), it is the policy of the band to wear either (1) a black tux or suit, white dress shirt, black dress socks and shoes, and a bowtie; or (2) black dress pants or ankle-length dress, with black blouse or white blouse and black cardigan, and black shoes.

For informal performances (traditionally in the summer), it is the policy of the band to wear the Bay Winds Band polo shirt. The shirt is accompanied with khaki/tan pants or ankle-length dress for indoor performance venues. For outdoor venues, khaki/tan shorts or knee-length skirt are acceptable; sunglasses and Bay Winds ball cap are also acceptable.

Substitute Policy

It is the policy of Bay Winds Band to utilize substitute musicians to fill in for absent organization members. These musicians are intended to ensure that critically necessary music parts are covered to ensure a fruitful ensemble rehearsal. Substitutes are local musicians who are known by members and the board of Bay Winds Band but who are not members of the organization.

The use of substitutes in performances will be handled on a case by case basis under the advisement of the directors of Bay Winds Band. Again, substitutes are intended to ensure coverage of critically necessary parts.

Substituent musicians are expected to adhere to the bylaws, constitution, policies, and procedures of the organization.

It is never the intent of a substitute musician to replace a Bay Winds Band member.

In the situation where the substitute is filling an ensemble need, such as a situation where no members can fill an instrument or part, effort will be made to request the musician join Bay Winds Band as a member or recruit an appropriate musician to join Bay Winds Band. In cases when a substitute attends rehearsals regularly, they will be asked to become a member of the band.

Section Leader Policy

It is the policy of Bay Winds Band to designate one member from each section as a Section Leader. The Section Leader is a volunteer position within the section, based on input of the section members. In the cast where a section cannot self-select a section leader, the Directors may nominate a section member to the Board.

Section Leaders are responsible for allocation and assigning the parts and solos for the musical selections, and ensuring the appropriate balance as desired by the directors. In the case that the Board needs to quickly contact the entire membership, the section leaders may be provided contact information for their section members in order to perform a phone tree style distribution of information.

A Section Leader is not necessarily the principal musician of the section, but the same member may fill both roles within the section.

Volunteer Roles Policy

It is the policy of Bay Winds Band to request and utilize volunteers to assist in the standard duties of managing the organization. These volunteers serve at the behest of the Board of Directors and are not voted on by the board membership. Volunteers do not have to be active members of the Band.

Volunteer positions are variable based on the needs of the organization. Specific duties and responsibilities of each position are described in the volunteer roles procedures. Positions that have been utilized previously and brief descriptions of their responsibilities include:

- Announcer – Speak at performances to introduce and narrate as appropriate
- Equipment Manager – Help set up and break down for rehearsals and performances
- Librarian – Manage the Band’s library of sheet music
- Membership Coordinator – Track attendance for rehearsals and performances and greet new members
- Photographer – Take pictures of band at rehearsals and events
- Social Media Coordinator – Post regularly to Band’s accounts (Facebook, Twitter, etc.)
- Webmaster – Maintain Band web assets including website

Member Health Policy

Bay Winds Band encourages all members and potential members to consider their personal health condition and level of comfort in regards to not only the SARS CoV-2 epidemic (aka COVID-19) but other disease and health situations.

Members are also encouraged to be aware of the potential for the spreading of diseases when they feel ill and to make appropriate decisions to consider the health and wellbeing of other band members.

Should a rehearsal or performance venue dictate a health and safety policy beyond the band's own policies, the venue's policy will take precedence.

Specific to COVID-19, Bay Winds Band will monitor the Community Level as defined by the Centers for Disease Control and Prevention (CDC) for Anne Arundel County.

- At the LOW (green) level, the use of masks, musician masks, and bell covers will be optional for all members. Participants should make appropriate personal decisions in regards to masking before, during, and after rehearsals and performances.
- At the MEDIUM (yellow) level, Bay Winds Band will require the use of bell covers for wind musicians. The use of masks will remain optional.
- At the HIGH (orange) level, Bay Winds Band will require the use of bell covers, and require masking of all participants.

President and Vice President Responsibilities Procedures

As established by the Band's Constitution and Bylaws, the Present of the Band Board of Directors is responsible for managing the non-musical operations of the organization, and representing the organization in its dealings with other organizations. This typically includes but is not limited to the following:

- Collect and maintain contact information for all active members of Bay Winds Band
- Prepare and submit the annual Arts Council of Anne Arundel County funding grant
- Prepare and submit the mid-year/interim and year-end/final Arts Council of Anne Arundel County funding grant reports
- Prepare and submit any additional grants as opportunity arises
- Ensure the organization maintains its government non-profit status
- Contact and book rehearsal venue(s) for the band's weekly rehearsals
- Contact and book performance venue(s)

As established by the Band's Constitution and Bylaws, the Vice President of the Band Board of Directors is responsible for executing any of the above duties and responsibilities as delegated by the President.

Treasurer Responsibilities Procedures

As established by the Band's Constitution and Bylaws, the Treasurer of the Band Board of Directors is responsible for managing the organization's financials. This typically includes but is not limited to the following:

- Prepare the annual Budget and Actual (income and spending) report in support of the Arts Council of Anne Arundel County funding grant
- Prepare and submit annual government tax filings to United States Internal Revenue Service and the State of Maryland Department of Taxation
- Provide payment to vendors, including Bay Winds Band polo shirt vender
- Deposit checks and other payments from performance venues
- Deposit checks and other payments from polo shirt sales to members
- Maintain organizational bank account, including account access and any debit/credit card(s) issued

Volunteer Responsibilities Procedures

As established by the Band's board, a number of volunteers are useful in ensuring the successful operation of the organization.

Volunteer positions and duties are variable based on the needs of the organization but include:

- **Announcer**
 - Work with directors to create a script for the performances
 - Speak at performances to introduce and narrate selections as appropriate
 - Include appropriate mention of Arts Council funding
- **Equipment Manager**
 - Set up chairs and stands for rehearsals
 - Return rehearsal space to original condition after rehearsal
 - Coordinate storage and transportation of band equipment
 - Set up chairs and stands for performances
 - Assist percussion section in setup and striking equipment as necessary
- **Librarian**
 - Maintain database of current organization music library
 - Record new music purchases in database
 - Acquire music selections from library for distribution into folders
 - Create copies of music as necessary
 - Allocate music parts into folders
 - Maintain list of folder assignments
 - Collect music folders at end of session
 - Sort and return music to library
- **Membership Coordinator**
 - Track weekly rehearsal attendance
 - Greet new members
 - Answer new member questions
 - Track expected performance attendance
- **Photographer**
 - Take pictures of band at rehearsals if appropriate
 - Take pictures of band at performances
 - Provide photographs to social media and website volunteers for posting
 - Provide photographs for publicity purposes
- **Social Media Coordinator**
 - Post regularly to Band's accounts (Facebook, Instagram)
 - Include appropriate mention of Arts Council funding
 - Announce/manage event details (performances, etc.)
 - Respond to or forward private messages
 - Strategically utilize tagging to drive engagement
- **Webmaster**
 - Maintain Band website
 - Post event details (performances, etc.)

- Monitor web hosting and domain registration
- Assist with Google Workspace (when workspace becomes available)