

*Northern Kentucky
Band Directors Association*

HANDBOOK



Kentucky Music Educators Association

2005-2006

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Philosophy

The purpose of the Northern Kentucky Band Director's Association (NKBDA) is to foster the musical growth of all the band students of all the schools in the district.

Though the members of the respective bands receive a well-rounded musical and educational experience in their respective schools, the opportunity exists through NKBDA to expand and enrich the development of the musical experience for all students.

Meetings of the association are for the directors within the district to plan and discuss matters of concern to the schools of the district as well as the matters of the association. This gives the directors a sense of strength through sharing some of their common goals, beliefs, and holistic matters of the music education process.

General Information

Meetings

- The latter part of August
- November Regional All-State Auditions
- January Select Band Auditions
- February KMEA In-Service Conference
- Saturday morning of Select Band Weekend
- A quorum of 10 members must be present
- Band Directors must conduct themselves in a professional manner that will lead to a positive effect on the NKBDA.

Election of Officers

- Officers of the association are President, Vice President, Secretary, Treasurer and Archivist
- Officers are elected at the March meeting to serve during the following 2 school years.
- The President and Secretary are elected in odd years and the Vice-President, Treasurer and Archivist are in elected in even years.
- All newly elected officers take responsibility of their office immediately after Select Band Weekend.

Duties of the Officers

The President will:

- Provide an agenda for each meeting of the NKBDA
- Preside at all NKBDA meetings and conduct such meetings in accordance with the parliamentary procedures.
- Serve as Sixth District Band Chairperson for KMEA
- Communicate regularly with the secretary and provide pertinent information to be forwarded to all members.
- Assign committees as necessary and make sure that committees complete assigned tasks.
- Enforce all rules concerning deadlines for KMEA and Sixth District.
- Be responsible for coordinating the District Level All-State Band Auditions
- Relay all pertinent information concerning All-State Band Auditions to all KMEA band directors in the Sixth District
- Set Select Band Audition and Performance schedules
- Make sure that there are judges for All State Auditions and Select Band Auditions
- Secure Guest Conductors for Select Band

The Vice President will:

- Presides in the absence of the President
- Chairs the nominating Committee
- Take care of all Copy write Mechanical Licenses

The Secretary will:

- Take minutes at each regular meeting or appoint someone to take minutes if the secretary cannot attend. Minutes should be typed and sent to each member within one week after the meeting. A copy of the minutes should be filed in the permanent records for future reference.
- Have a copy of the NKBDA Handbook available at all meetings.
- Have copies of all minutes back through the previous school year available at each meeting.
- Organize or coordinate with an individual to make programs for Select Band events.
- Make a phone tree for emergency communications to the district.
- Keeps an up-to-date mailing list of all members

The Treasurer will:

- Transact business concerning NKBDA matters
- Make a financial report at each meeting of the NKBDA.

The Archivist will:

- Keep records of all NKBDA items, programs, tapes, CD's, etc., for historical purposes and prepares information for the handbook

District Sponsored Activities:

- District Level All-State Band Auditions
- Select Band for Junior High and Senior High
- Select Band for Jazz Band
- NKBDA Scholarship
- Summer Camp Scholarships

NKBDA Select Band Procedures

The Select Bands are selected through the audition process as agreed upon by the NKBDA. The bands, directed by guest conductors, participate in a three-day weekend of rehearsals and a public concert. The rehearsals begin on Thursday evening and continue through Saturday afternoon with a concert that night to conclude the activities.

- I. Duties of the NKBDA Members with regards to the Select Band**
 - A. The NKBDA will establish a date and location for the Select Band weekends. This is usually accomplished at least one year in advance.
 - B. The members of the NKBDA will recommend their choices for guest conductors. These suggestions will be ranked and voted on.

- II. Duties of the NKBDA President with regards to guest conductors.**
 - A. Contact the guest conductors to discuss the following information:
 1. Dates of the Select Band Weekend
 2. Finances
 - a. Payment for all guest conductors is a negotiable salary of up to \$900.00 to be reviewed annually
 - b. Travel expenses will include \$.40 per mile or air accommodations if needed.
 - B. Contact the guest conductors a second time.
 1. Send a contract (included in this handbook)
 2. Send a sample program from past concerts so that the conductor will know what caliber music to select.
 3. Send an instrumentation chart (also included in handbook)
 4. Send a sample practice schedule.
 - C. Contact the guest conductors a third time
 1. Ask the conductor for four or five musical selections. These selections must be received prior to the November meeting. Ask the conductor to bring an extra piece of music to be used as a back-up selection.
 2. Gather this music from band directors. If the music is not found, the conductor will need to mail copies or order the music at the expense of NKBDA.
 3. Ask the conductor for a seating chart, a bio, and make motel arrangements at this time.
 4. Provide a map and directions to the conductor if necessary.
 5. If arriving by plane, arrange for pick-up at the airport.
 - D. Contact the guest conductors a fourth time.
 1. Confirm all of the above information.
 2. Make arrangements to take the conductors out for lunch and dinner during the Select Band Weekend.

III. Assembly of Folders

- A. Folders are to be ready for distribution on the day of auditions. The committee should refer to the instrumentation guidelines listed in this handbook.
1. Place both treble clef and bass clef baritone music in the baritone folders.
 2. Organize the percussion folders and highlight what instrument each individual will play. In some instances, place a letter in the percussion folders letting them know what small instruments to bring. Percussionists must provide their own sticks / mallets / and beaters. The district will assist in providing larger instruments such as bass drums, mallet instruments, and timpani.
 3. Know all keys lesser known instruments are in (Example: Contrabass Clarinet)
 4. Observe the instrumentation chart for the dividing parts. Check on Distribution of trumpet/cornet parts if the parts are different.
 5. Make labels with instrument name and rank of instrument on each Folder. Example: Clarinet 1-24. DO NOT LABEL BY PART
 6. Include a Select Band schedule in every folder.
 7. Double-check all folders to make sure everything is correct.
- B. The folder fee is \$25.00 each. If a student is also in Jazz Band, the fee for that folder will be \$10.00. Each school is responsible for paying these expenditures to the treasurer prior to receiving folders. No folders will be given out until all fees have been paid.