

Role of the ONHB Band Representative

The Ottawa New Horizons Band (ONHB) is led by an elected board of directors. An advisory committee provides advice and guidance on any and all aspects of operating and planning of the ONHB programs. The advisory committee is comprised of the five directors, plus the band leaders and band representatives, one each from each of the participating bands.

At the instigation of the band leader, the band elects the band representative from among its members for a term of two years. There is no limit on the number of terms a representative can serve but the representative must be re-elected every two years.

The band representative works closely with the band leader, assisting with band-related activities and with communications, such as:

- 1) Band-related activities
 - a) Assisting in the administration of the band by carrying out specific tasks or arranging for these tasks to be undertaken by other band members (examples could include photocopying music, taking attendance at rehearsals, refreshments, t-shirt orders)
 - b) Providing a full list of all those attending rehearsals to the ONHB secretary early in each session to permit follow-up with those who have not registered or paid
 - c) Assisting in the organization of session-ending and other band concerts, including seeking volunteers for various concert-related tasks
 - d) Organizing or delegating responsibility for ad hoc band social activities
 - e) Polling the band to obtain input on specific administrative issues as requested and responding to requests for information from members of the band
- 2) Communications between the band and the band leader
 - a) Assisting in communicating information to band members, which may include band notes posted to the ONHB website or otherwise distributed
 - b) Providing feedback to the band leader on issues of concern to band members
- 3) Communications between the band and the board of directors
 - a) Attending advisory committee meetings (3-4 times/year) and providing input on behalf of their band, taking into consideration the views of its members
 - b) Providing feedback from advisory committee meetings to their band members
 - c) Participating on various advisory committee subcommittees or working groups created to address specific issues
 - d) Compiling a list of all pieces (title, composer, arranger) played by their band after every concert or performance and submitting this list to the board of directors for transmittal to SOCAN (The Society of Composers, Authors, and Music Publishers of Canada)
 - e) Participating in developing surveys of their band and helping to address any issues requiring follow-up

Access to band membership lists is generally limited to the band leader and the band representative for that band.

Date of last amendment: May 24, 2018