

**Ottawa New Horizons Band (ONHB)**  
**Guidance for Band Representatives**  
**July, 2024**

The current document is intended to:

- Promote a common understanding of the band representative role throughout the ONHB organization
- Document roles and tasks, to ensure that necessary ONHB, band and leader support tasks are accomplished by the representative and/or band member volunteers
- Guide, but not prescribe, the working relationship between band leader and band representative, recognizing that this will vary across bands and band leader/representative pairs

**Representation at the Advisory Committee**

Represent the interests and concerns of the band at meetings of the Advisory Committee. This may include seeking band member input on agenda items and bringing forward issues raised at the band level.

**Assist Band Leader**

- Discuss with band leader to decide how various tasks (for example rehearsal set-up and take down) will be handled and by whom
- Band representative will receive band list including emails and attendance sheets
- Attendance and absence follow up, weekly and at the three week cut off for registration refunds. At the three week cut off, provide an attendance report to the ONHB Board
- Rehearsal management: monitoring and reminders about such things as room set up and return to original condition, winter footwear, equipment storage
- Equipment management: Carry out or delegate tasks to ensure equipment is secure and maintained. This may include designating a “cabinet minister” (someone who unlocks and locks storage cabinets at each rehearsal) or finding a member to take on other specific tasks
- Assist in organizing end-of-session open rehearsal or concert, if desired

**Communications**

- Introduce themselves to the band, particularly new members, at the beginning of each session
- Convey information to band members about band operations, for example rehearsal venue procedures, rehearsal dates and times and attendance
- Receive from the Board the band member list including e-mail addresses; seek permission from band members to share email addresses with other band members as needed

- Communicate information to band members from ONHB Board and Advisory Committee
- Communicate any input or challenges from band members to band leader
- Communicate any input from band members to ONHB Board, including via the Advisory Committee, should there be questions or concerns that cannot be addressed by the band representative and/or band leader

### **Social**

- Encourage and co-ordinate social opportunities, dependent on level of interest of band members. Organize social events and/or recruit volunteers to do so
- Coordinate thanks and recognition to band members and leader (usually at the end of each session)

### **Succession Planning**

- If possible, assist in finding a band representative replacement should the current representative wish or need to step down

### **Context**

The Ottawa New Horizons Band (ONHB) is led by an elected board of directors. ONHB Bylaw 33 provides for Committees of the Board of Directors and outlines the role and composition of an Advisory Committee. The Advisory Committee is to provide advice and guidance to the Board on select aspects of operating and planning of the ONHB programs. The Advisory Committee comprises each of the six directors, plus the band leaders and band representatives, one each from each of the participating bands. The choice of a band representative is often done at the instigation of the band leader in advance of a Fall session.