

Florida Bandmasters Association

BAND DIRECTOR'S CHECK LIST of PROFESSIONAL RESPONSIBILITIES

AUGUST/SEPTEMBER

Have your school pay membership dues to the FLORIDA SCHOOL MUSIC ASSOCIATION; DEADLINE: September 10.

Extend membership in professional organizations (FBA/FMEA/MENC) by completing Member Enrollment Form and paying dues. Enroll by **September 1** to avoid missing any magazines or other information. **DEADLINE: September 10.** www.flmusiced.org.

ATTEND YOUR DISTRICT MEETING!

Complete and send to District Chairperson all applications and fees for All-State Bands auditions. Honors Band nominations & fees go to the respective Honors Band Chairperson. (See August Bulletin for Forms). Check with your District Chairman about **DEADLINES FOR AUDITIONS**; there is a **\$50.00 fine for late applications, which increases to \$100.00 on the 8th day after the deadline.**

Volunteer to serve on District and/or State committees (see Handbook or check with District Chairperson), or to assist with other District programs and activities. Your involvement is crucial to their success and to your individual professional growth.

Read Bulletin and minutes of the July Board and General Business meetings and your District meeting, noting pertinent dates, forms, deadlines, rules changes and current issues.

READ YOUR HANDBOOK and other materials you receive with your membership packet.

Take students to and assist with All-State auditions.

Consider attending the Mid-West Band Clinic in Chicago in December.

OCTOBER

Get official school enrollment figures *FOR THE FIRST 20 DAYS OF SCHOOL* (See Handbook and Classification Form for appropriate grade levels to count), enter these on Classification Form (available from your District Chairperson or in your FBA Handbook). You and your principal sign the form and send it to your District Chairperson. This applies to middle school directors also. **DEADLINE: October 15. FINE for missing deadline: \$50.00. increases to \$100.00 on the 8th day after the deadline**

Complete the Marching MPA Entry Form (if applicable) using the "Festival" program. Complete the Entry, sign it (along with your principal), and send it to your District Chairperson before the stated deadline for entry.

Volunteer to lend assistance with the Marching MPA; your District Chairperson has to run a band program in addition to administering the District activities. **Give your help! MIDDLE SCHOOL DIRECTORS: Remember your District Assessments depend on the financial success of the Marching MPA!!**

Make suggestions for clinics to the FBA President (Committee meets in October).

Be sure your dues have been paid, and that Classification Forms have been sent to your District Chairperson.

NOVEMBER

Attend Marching MPA (even Junior High & Middle School directors - see where your students are headed!). Make plans for you and your students to stay for the entire MPA. Then every band is assured of an audience for its performance!

Attend your District meeting (in November or December). Be aware of the issues to be considered. If there are none, introduce some! This is a good time to become familiar with local issues or "reforms" that may affect your program and to develop strategies for dealing with those issues. and (in an odd-numbered year) to discuss the candidates for FBA President-Elect.

Pre-register (on-line registration this year) and make hotel reservations for the January FMEA Clinic/Conference (*Jan. 9-11, 2003*) (in Tampa again this year). See "MUSIC DIRECTOR" magazine for forms. Remember, **you must be a member of FBA/FMEA/MENC to attend the Conference or to have your students participate in the All-State groups.**

Read your FBA Bulletins!

If necessary, secure approval from the Music Committee(s) for permission to perform music not on the FBA Music List (See Music List for appropriate form - DEADLINE NOVEMBER 1). Or better still - use the music on the List; have your students performed all of the good music on that List yet? Make suggestions to Music Committee for new concert music for Annual List.

DECEMBER

Read your District meeting minutes. Note deadlines, important dates, things to do.

Read your FBA Bulletin and Minutes and become aware of the issues and other pertinent information that come from the December Executive Board meeting. Be prepared to vote in the January General meeting.

Look for the report of the Concert Music Committee for new literature to be added to the Music List.

JANUARY

Attend the FMEA Clinic/Conference. This is **THE** gathering of the music education profession for the year. The clinics, rehearsals, performances, meetings and fellowship are great (and essential!) for your enjoyment and your professional enrichment and growth. Your participation is an indicator of your interest in your profession.

Plan for the participation of your students in FBA-sponsored MPAs and other activities for the remainder of the year. These events can be superb in assisting you to develop your school program if you participate in a positive and appropriate manner.

Check deadlines for MPAs entry. Be sure you have THE "festival" Program for MPAs. **NEW FINAL DEADLINE FOR ENTERING THE MPA -- 14 CALENDAR DAYS AFTER YOUR ORIGINAL ENTRY DEADLINE.**

PLEASE NOTE: THERE WILL BE A STATE SOLO & ENSEMBLE MPA, SO HAVE YOUR STUDENTS TO PREPARE FOR HIGHER STANDARDS AT DISTRICT S & E. Details in August Bulletin and in later information.

Submit your (accurately) completed Entry Disk to the District Chairperson. Send check for assessments with your Entry Form! Use the MPAs Assessment Form to determine the **amount** to submit with your Entry. **CHECK DISTRICT DEADLINES.**

FEBRUARY/MARCH

Be prepared to nominate and elect your District officers for next year (if applicable).

Plan to attend the MPAs and stay **all day** so that you and your students may observe and hear performances of other bands. Too often this unique educational tool is neglected in our concept of the purpose of MPAs!

Suggestion: Give your students several copies of a sample Adjudicators Comment Sheet and have them rate the performances and submit their Sheets to you for evaluation. This is an excellent way to focus their concentration and help them learn to be discriminating in what they hear musically. You will probably be surprised at the accuracy of their comments and ratings!

If you are not an adjudicator, this would also be a great way to sharpen **your** listening skills.

Volunteer to assist with the MPAs!

Sr.Hi. - **State MPA** Information and Assessment Forms will be mailed to you from the FBA Executive Director around the last of February. If yours has not arrived by March 1, call, write or fax the FBA office. **DO NOT** depend on e-mail.

- Accurately complete the State Entry Disk & Assessment Forms, sign them (along with your principal), and mail them (with your check)

to the FBA Executive Director. **DEADLINE: Postmarked within 7 calendar days** after the last day of your District Sr. High Concert MPA. **NEW FINAL DEADLINE FOR ENTERING THE MPA -- 14 CALENDAR DAYS AFTER YOUR ORIGINAL ENTRY DEADLINE.**

Attend MPAs and other activities.

APRIL

Attend MPAs and other District activities. **SENIOR HIGH DIRECTORS:** Attend MPA and concert performances of your feeder schools - and vice-versa. Show your students you care!

Participate in your District meeting; help decide on issues, comments or suggestions to go to the Executive Board at its meeting in May.

Senior High - Make travel plans for State MPA. **Junior High/Middle School** - Plan to go with the Senior High Band to State MPA.. It will be a field trip they will always remember!

MAY

Attend and/or participate in the State MPA in your area. Again, make plans to stay all day and use the suggestion about students evaluating the bands. This involves another level of musical performance and discrimination, and helps you and your students receive the maximum benefits of the State MPA.

Hear as many other concert performances in your area as possible. You (and your students) can learn much from these.

Make vacation plans around the **FBA Summer Convention** (scheduled for the 3rd or 4th week of July each year) if at all possible. This can be the most significant, valuable and enjoyable professional learning event of the year if you participate. The FBA summer General Business meeting (which is absolutely essential for effectively conducting the business of the Association) needs you in attendance so that important decisions are made with adequate representation of the membership.

JUNE/JULY/AUGUST

Read the Bulletin and Minutes of the May Executive Board meeting. Many times, the actions taken at this meeting represent the concerns of the membership to a greater degree than any other meeting during the year, so you need to be aware of how they affect you, your program, and your profession.

Distribute All-State auditions requirements to your interested students (see FBA Web Site). Actually, these requirements make a nice supplementary summer assignment, so you might consider distributing them to all your students.

Plan and schedule activities for next year - perhaps using this checklist as a guide for FBA events that can meet the needs of and enhance your program and your professional life.

Check the FBA Web Site several times a week: www.flmusiced.org/fba

ATTEND THE SUMMER CONVENTION & FBA BUSINESS MEETING

*** + * + SUPPORT YOUR PROFESSION + * + ***

Through MEMBERSHIP ** PARTICIPATION ** SERVICE