



SECTION LEADER GUIDE

I. Appointment of a Section Leader

Interested members must complete an application which is sent to the entire band each season by the Director of Music.

To qualify, a person must be a member of the section for at least one full season (July to June) and commit to being Section Leader for one full season.

Section Leader selections are made by the Director of Music. If no one from a section applies, the Director of Music will appoint someone to be the Section Leader.

The sections of the band and sizes are:

- Flutes (8-10, including piccolo)
- Clarinets (8-10 B-flat, 1 E-flat, 2-3 bass, 1 contra-bass)
- Double reeds (2 oboes, 2 bassoons)
- Saxophones (2-3 alto, 1-2 tenor, 1 baritone)
- Trumpets/Cornets (7-8)
- French horns (6-8)
- Trombones (6-8, 2 bass trombones)
- Low brass (2-3 euphoniums, 3-4 tubas, 1 string bass)
- Percussion (5-6)

NOTE: The size of each section may vary at the discretion of the Director of Music.

II. Duties of a Section Leader

A Section Leader must:

- Commit to being Section Leader for the full season.
- Set a musical example – be on time, attend rehearsals regularly, attend concerts regularly, practice at home, maintain etiquette during rehearsals and concerts, etc.
- Be a model for the type of band we are – we are friends, we are family, we are community.
- Adhere to Membership Policy.

A Section Leader should:

- Welcome new members and ensure they are comfortable with the band and music.
- Assess each section members musical skills to determine where they should be placed or if a new member is ready to play in the band.
- Assign parts when necessary (e.g., when the section is large or if the members cannot decide among themselves).



- Work with the music Librarian to ensure members have access to the correct music folder(s) in the online music library (i.e., Dropbox or other cloud service). To provide quick access, you may share folders from Dropbox, but the Librarian will need to establish permanent access.
- Ensure members without access to printers or computers have copies of music.
- Organize sectionals outside of rehearsal, if necessary.
- Maintain a contact list of section members (e.g., phone, email and address) and provide updates to the Vice President & Secretary as changes occur.
- Maintain contact with section members, know their availability, and contact them if they unexpectedly miss a rehearsal.

NOTE: While the Band has an official roster with contact information, the section leader plays an important role in helping to maintain the accuracy of the official roster throughout the year. Please provide any known changes to the Vice President or Secretary.

A Section Leader must be prepared to:

- Help recruit new members when needed.
- Work with the Director of Music regarding section needs for concerts.
- Work with the Board of Directors on fundraising efforts.
- Periodically volunteer when there is a call for volunteers and encourage others to volunteer.
- Enforce Membership Policy.

NOTE: Section Leaders are expected to set an example by following Membership Policy.

III. Assigning Parts and Seating

The Vice President has each band member complete an Information sheet which includes the member's contact information, preferred part and willingness to play solos or other parts. This information is given to each Section Leader.

A Section Leader should:

- Assign parts to balance the members' preferences & abilities with the section's needs.
- Periodically check to see if members' preferences and abilities change during the season.
- Rotate parts either by concert or by individual songs during a concert. If rotating parts during a concert, consider seating and the impact of changing seats during the concert.

NOTE: In a community band, we do not assign first chair, second chair, etc.



IV. Assigning Solos

A Section Leader should:

- Assign solos based on members' preferences and technical abilities.
- Periodically check to see if members' preferences for solos or part assignments change during the season.
- Rotate solos either by concert or by individual songs during a concert.

NOTE: If a member is struggling with a solo, ask if they would like someone else to play it. This should be done no later than the fourth week of rehearsals. Get help from the Director of Music, if needed.

V. Managing Issues within a Section

A Section Leader should:

- Handle issues, complaints, and conflicts within the section (e.g., musical, attendance, etiquette, conflict, etc.) before they become serious.
- Seek assistance from the Director of Music or a Board Member to help resolve section issues, if necessary.
- Meet with the Board of Directors to discuss problems that cannot be resolved; let the Board take any warranted disciplinary action.

NOTE: A Section Leader can recommend to the Board that a member be dismissed from the band, after the Section leader has made every effort to resolve the situation.