

CBDNA Division President Handbook

Duties:

- Become familiar with CBDNA bylaws prior to term of office
- Represent the division at all CBDNA Board meetings at the Midwest Clinic and CBDNA National Conference
- Organize Division Conference
- Oversee and organize the election of division officers in consultation with the National Executive Secretary including special elections to replace officers who leave the division
- Mentor division officers
- Communicate with CBDNA Executive Board
- Communicate with members of the division
- Monitor activities at the state level and fill state chair positions

Board Meetings

Division presidents are voting members of the CBDNA Board and it is essential that they attend and participate in all national board meetings and stay apprised of issues that will require board discussion and votes.

Division Conference

The division president is responsible for the organization of the division conference.

Duties include:

1. Selection of the host site and conference dates prior to the preceding National Conference.
2. Communicate to the National Executive Secretary the dates and site of the division conference prior to the preceding National Conference.
3. Solicit the application of groups wishing to be considered for performance at the division conference. Directors who wish to have their ensemble considered for performance must be current in their membership dues prior to submitting the application. Include this requirement in your communication to the division members and send the CBDNA Treasurer a list of directors who have applied prior to screening recordings.
4. Determine the selection of groups to perform at the division conference using a selection committee and a blind audition process and after having received verification of current membership from the CBDNA Treasurer.
5. Assign performance spots with clear guidelines for maximum amount of performance time. The host school has traditionally received first choice of performance spot. The top group(s) selected through the audition process traditionally receives the longer evening performance times.
6. Solicit program information from participating ensembles to verify time restrictions are followed and that program duplications are avoided.
7. Solicit research papers and determine the selection of presenters using a selection committee.
8. Work with the host and division officers to develop the content and schedule for the conference.

9. Work with the host to select hotels and space for workshops and registration process.
10. Publicize the conference using the CBDNA website and host website indicating dates, location, performing groups, and sessions. Establish and oversee the mechanism for conference pre-registration.
11. Provide information and summary of the upcoming division conference to the National Board at the Midwest CBDNA Board meeting.
12. Work with CBDNA Treasurer to oversee finances, including conference fees and support funds allocated by the National Board.

Suggested Calendar for Division Conference:

- 1 year in advance of division conference and prior to the National Conference:
Select host and dates and communicate dates to National Executive Secretary
- April 15: Communicate dates and location of conference to division members.
Solicit applications from groups wishing to audition for performance spots and for research papers.
- May 15: Select hotel and reserve rooms for sessions
- June 1: Audition CDs and research papers are due
- June 15: Announce groups chosen to perform, assign performance spots,
Announce research presenters chosen
- October 15: Program information submission deadline
- November 1: Post conference information including performance groups, repertoire, and session content on CBDNA website
- December 1: Conference registration open

Other Conference Considerations:

1. Selecting an appropriate host is important for a successful conference. Host schools should have adequate professional and student staff and budget to effectively manage the conference. The host provides adequate facilities and support for concerts, rehearsals and warm up, meeting space, registration, transportation, and hospitality.
2. Geographic location should be considered with a major airport within proximity of the host school. Some consideration may be given to central location within the division as well as representation of areas of the division.
3. Audience attendance should be sufficient to justify the expense and time of performing groups. Groups that accept an invitation to perform should do so with the understanding that their students will attend at least one other performance.
4. Consider offering master classes for participating students in recognition of their contribution to the conference.

Division Elections

Work with the Executive Secretary prior to the division conference to organize an election that follows the standard electoral procedure as outlined in the bylaws. The elected candidate will begin his/her term as Vice President at the conclusion of the following National Conference.

Special Elections

When a division officer leaves the division prior to completing the Presidency, a special election must be held to maintain a full slate of officers. Work with the Executive Secretary and National President to hold special elections by utilizing the standard electoral procedure. Special elections should be completed in a timely fashion.

Financial Information for Division Presidents

All conductors, panelists, clinicians, and presenters at regional conferences must be members in good standing of CBDNA during the time in which they submit their request to perform/present and during the time of the conference.

- This will usually span two membership years.
- All division presidents are expected to check the membership status of all conductors, ensembles, presenters, panelists, etc. with the national treasurer before making offers to participate and in the early spring just before the regional conference.
- Be sure to include the membership requirement in all calls for recordings, papers, etc. Do not accept submissions until membership is confirmed.
- Exceptions can be made for invited guests with the approval of the Division President.

Each division is allocated by the National office up to \$5000.00 for documented expenses for their respective regional conferences.

- This payment can be made to the division president, division treasurer or conference host at any time after the start of the fiscal year (October 1).
- The full \$5000 is considered to be an advance against any and all projected conference-related expenses.
- All expenditures must be documented and receipts or copies of invoices/billing records provided to the national treasurer no later than 45 days after the conclusion of the conference.
- All expenses must be documented. Keep all receipts for items reimbursed to individuals including food, lodging, travel, etc.
- If documented expenses are less than \$5000, the division is expected to return all remaining funds to the national treasurer before the end of the 45-day reporting period.

The national treasurer can make payments directly to vendors, if desired, out of the division's \$5000 allocation.

- Any honorarium/fee payments over \$400 to INDIVIDUALS (not including reimbursements for expenses) MUST be paid by the national treasurer so that tax regulations can be followed.
- W-9 forms must be provided by any of these individuals before payment can be made.

All division presidents are required to provide a FULL accounting of all financial aspects of their conference to the national treasurer no later than 45 days after the conclusion of the conference.

- Include an accounting of all income (registration fees, gifts in kind, donations, etc).
- Include an accounting of ALL expenditures including those NOT paid for with the national allotment.
- Divisional conferences should come as close as possible to breaking even on income/expenses. Large overages that are carried into the next fiscal year for future conferences are discouraged.

CBDNA's fiscal year begins on October 1.

- Membership dues payments are not pro-rated.
- Dues can be paid at any time during the fiscal year until August 31. Dues paid in October or August are the same and do not carry over to the next fiscal year.