

## **PENNSYLVANIA LIONS ALL STATE BAND COMMITTEE**

### **PURPOSE:**

The purpose of this policy is to set forth the duties and responsibilities of the Pennsylvania Lions All State Band Committee.

### **GENERAL:**

1. The Committee shall consist of the following members each of which must be a member of a Lions Club in good standing:
  - a. The Chairperson shall be a marching band director or a former marching band director, appointed for a three-year term and subject to an annual performance review. The review shall be conducted by the Council Chairperson, Vice Council Chairperson and State Administrator. The three-year appointment shall be at the first State Council meeting.
  - b. Three Regional Coordinators of the Committee shall be appointed to serve three years from the Eastern Region, Central Region and Western Region on an alternating basis as each Coordinator's term expires. Each year a Regional Coordinator shall be appointed at the first State Council Meeting.
  - c. The Band Director shall be a university or college band director where the band will be formed and trained for the International Convention. He will be responsible for both the selection of the music and the selection of the band members. These must be approved by the All State Band Committee and presented to the Council of Governors for approval.
2. All committee members are required to attend 50% of the committee meetings when called by the Chairperson or the Council of Governors. A Lion may be excused for a justifiable reason when the chairperson is notified prior to the meeting.
3. The Committee in conjunction with the Band Director shall be responsible for the following:
  - a. Selection of the Music.
  - b. Selection of the band members. This shall be accomplished through a point system whereby points are given to students for having previously performed in a County, District or Regional Band, or in an All State Band and for being a member of a Leo Club. The Band Committee should periodically review this procedure.
  - c. Planning for trips to the Lions Clubs International Convention, State Convention, side trips, transportation, rooms, meals and other matters deemed to be pertinent to the Band.
  - d. The staff members, who also act as chaperones, shall be music teachers in the field and one should be a registered nurse. It is recommended that there be one staff member for every ten (10) band members to be selected annually.

- e. Preparation of a budget for the All State Band to include participation in State and International Conventions and Committee reimbursements for State Council Meetings. The Committee Chairperson and members shall be subject to the PA General Reimbursement Policy for reporting at Council Meetings and attending events relating to the All State Band. The budget shall be submitted to the Finance Committee for review and approval prior to November 30 for the next Lions year.
  - f. The committee must comply with Policy 108, State Purchases and Contracts, in accepting bids being submitted for the International Convention, merchandise used by the band and any other projects.
  - g. Promotion of the All State Band to ensure the support of the Lions throughout Pennsylvania and recognition by Lions throughout the world.
4. The responsibilities of the Chairperson are as follows:
- a. Reporting to the Council of Governors at the second State Council Meeting presenting a report of the Band activities at the International Convention. The Chairperson shall also report to at the third State Council Meeting presenting the plans for the upcoming State and International Conventions.
  - b. May submit a written report for the first State Council Meeting and/or address the Council of Governors if the Committee has an action item or if requested to appear before the Council of Governors.
  - c. The Chairperson of the committee or another specified committee member shall submit an article for publication in the January/February/March edition of The Pride magazine.
  - d. Present a band director to the All State Band Committee and the Council of Governors for approval for a one year period. The Chairperson shall also present a marching band director to the Council of Governors for the following Lions year. This will provide continuity within the All State Band.
5. All revenue collected for the Lions All State Band by Multiple District 14, each Sub-District, including per capita dues, and from other contributors, shall be transmitted forthwith to the State Council office. The revenue so transmitted shall be accompanied with a list of Clubs and/or contributors including registrant's fees and the name of the registrants.

The Multiple District 14 State Administrator shall record receipt of the transmitted revenue and material, including all information received therein.

The Multiple District 14 State Council Office shall advance to the All State Band Committee a maximum amount of \$2,000.00 for emergency and/or miscellaneous items which could be incurred at the International Convention. Accounting for such expense so incurred must be presented by the Second Council Meeting.

In addition to revenue collected by Multiple District 14, each sub-district, including per capita dues and from other contributions, the Committee may

solicit patrons or boosters at the State Council meetings and the State Convention.

6. The Pennsylvania Lions All State Band Committee Chairperson and Band Director shall be responsible for formulation and maintaining annual up-to-date and concise records for all operations of the Band. Such records must be presented to the office of the State Council no later than the second State Council Meeting following the International Convention.
7. The All State Band Committee shall include a provision within their budget to have a representative number of Band members at some period during each Multiple District 14 Convention for the entertainment of the Convention Delegates. If for any reason a representative number of Band members cannot attend the State Convention, the reason must be presented to the Council of Governors and the Host Convention Committee no later than the 15th of April preceding that year's State Convention.
8. The All State Band shall consist of a minimum of fifty-five (55) musicians, which may include both students and playing staff. Playing staff means younger staff members, usually still in college, who perform other duties and perform with the band. Other duties may include teaching or supervision. The participants must be registered prior to the cancellation date as specified in the tour contract. If the minimum number of band members is not attained by the deadline date, the State Administrator and the Committee Chairperson shall cancel the tour contract.