

ATSSB Region 15/28

Officer Duties

Approved: May 13, 2023

Duties of the Region Coordinator

1. Oversee junior high and high school all region auditions in matters such as dates, sites, judges and hosts.
2. Oversee the all region clinic/concert in matters such as dates, sites, hosts, clinicians and organizers.
3. Oversee all region jazz auditions, clinic/concert, in matters such as dates, sites and hosts
4. Assign duties for preparation of concert programs for the clinic/concert
5. Contract recording and t-shirt companies
6. Organize and appoint judges for OPS Region Hearing
7. Communicate with members of the region
8. Organize and set agenda for the region meeting
9. Manage the region's finances
10. Appoint/select organizers for the clinic/concert
11. Attend State Board of Directors meetings.
12. Present items for discussion to the State Board on behalf of the Region

Duties of the Region Band Organizers/MS Coordinator

1. There will be one organizing staff for each performing ensemble. The host school for the clinic/concert will not participate as an organizing band staff.
2. The MS Coordinator will work with the organizing staff of the MS All-Region band, be present and each rehearsal, and assist the conductor with anything he or she needs
3. Prior to the region auditions, the organizing staff will contact the clinician for their selected program and prepare the folders for distribution at the end of the auditions.
4. Set up prior to each rehearsal and final performance at the clinic.
5. Be present at all times during rehearsals and the performance
6. Assist the clinician with whatever he/she may need; including possible discipline and Sectionals
7. Make announcements to the band pertaining to meals, breaks, parade of colors, and the concert
8. Assist region coordinator

9. The designated percussion instructor of the organizing band staff will serve as the percussion organizer. The percussion organizer must be present to help with part assignment, securing needed equipment, and assisting with part learning if necessary.

Duties of the Region Jazz Coordinator

1. Prior to the region auditions, the jazz coordinator will contact the clinician for their selected program and prepare the folders for distribution at the end of the auditions.
2. Prepare judges' audition folders for each instrument.
3. Coordinate with the host campus set up prior to each rehearsal and final performance at the clinic.
4. Be present at all times during rehearsals and the performance
5. Assist the clinician with whatever he/she may need; including possible discipline and Sectionals.
6. Make announcements to the band pertaining to meals, breaks, parade of colors, and the concert
7. Assist region coordinator

Duties of the Region Secretary

1. Keep accurate minutes of each official meeting and provide those minutes to the Region Webmaster for posting on the Region Website.
2. Be present at the All-Region Clinic and Concert.
3. Assist with any possible discipline issues and/or Sectionals at the Clinic/Concert
4. Assist region coordinator

Duties of the Region Treasurer

1. Keep accurate records of all Monetary transactions.
2. Make all payments in a timely fashion.
3. Provide reports to the membership at each meeting.
4. Be present at the All-Region Clinic and Concert.
5. Assist with any possible discipline issues and/or Sectionals at the Clinic/Concert
6. Assist region coordinator