

**AMERICAN SCHOOL BAND DIRECTORS ASSOCIATION  
HANDBOOK FOR STATE CHAIRS**

**CREATED BY ASBDA STRATEGIC PLANNING COMMITTEE  
STRENGTHENING STATE CHAIR POSITIONS**

**1999-2000**

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## PREFACE

This document has been created as a result from the expressed need for the State Chairs of ASBDA to have clear and defined procedures and guidelines to follow as they complete their responsibilities that are associated with the position. Much of the material contained in this guide is from the ASBDA Handbook. The rest of the information is real comments and suggestions from Band Directors in ASBDA, many of whom have served either as State Chairs or Past Presidents of ASBDA.

Some of the information contained in this guide has been taken from a document that was created in 1995-1996 by a committee chaired by Bert Owen. Other pieces of information have been taken from a document created in 1975 by Seymour Okun. The members of this current ASBDA Strategic Planning Committee felt that both documents contained pertinent information that is essential to helping State Chairs succeed. By combining these two fine documents with the ideas of the members of this committee, we hope to create a user-friendly guide for each State Chair.

It is important to realize that the ASBDA Handbook is the complete source of information for every State Chair and should always be referred to as questions arise. Most of the answers to the questions will be found in the handbook. This guide is meant to assist the State Chairs as they perform one of the most important functions in ASBDA-the function of the State Chair.

The leadership generated by the State Chair is essential to ASBDA. The national organization can only be a reflection of the individual state chapters, which comprise the whole. It is our hope that this guide will be of assistance to the State Chairs as they accept the challenge of leadership in ASBDA.

Gary W. Vallee, Connecticut  
Chair  
Strengthening The State Chair Positions Committee

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## **INTRODUCTION**

As with many applications to daily life, communication is one of the keys to a healthy relationship. There are two main types of communication with which ASBDA State Chairs must deal. One is between the State Chair and the National Officers of ASBDA. The other is between the State Chair and the individual state membership. Both levels of communication must be open and frequent for each relationship to succeed. Hence, this guide will be divided into two main sections: 1) the national requirements for State Chairs, and 2) the state requirements for State Chairs. Some of the responsibilities will overlap, but it will be important to notice which responsibilities exist in each area.

## NATIONAL RESPONSIBILITIES

### COMMUNICATION

The State Chair is a vital link between the state chapter and the national officers. It is imperative that each State Chair communicates with the ASBDA President and other National Officers on a regular basis. This can be done in a number of ways:

- 1) Attend the National Convention. If you are unable to attend, designate someone from your state to attend the convention as well as the State Chair Meeting in your place. Instruct them to take notes and bring the information back to you and to the membership.
- 2) Complete a State Chapter Report as designated on pages 20-21 of this handbook and send it to the ASBDA President by the deadlines indicated. This will let the ASBDA President know what is going on in your state. This can be published in the ASBDA Newsletter so that other ASBDA members can see what is going on in your chapter.
- 3) Send the minutes of your state chapter meeting(s) to the President.
- 4) Send any newsletters from your state chapter to the President as they are published.
- 5) Communicate with the ASBDA President by phone, mail or by e-mail every two or three months. Let the President know that you are out there.
- 6) Read all communications that you receive from the ASBDA President, the National Office Manager, and the National Membership Chair or from an Award Committee Chair carefully. Respond to the communication as soon as you can. Call them if you have any questions.
- 7) Update your current membership list at least twice a year or at every state chapter meeting and notify the National Office Manager of any changes.
- 8) Notify the National Office manager of any retirements, memorials or resignations.
- 9) Upon the elections of state officers, notify the ASBDA President, the National Office Manager and the National Membership Chair as soon as possible so that all communications are sent to the correct person.
- 10) Read the ASBDA Handbook. It is very helpful. Also, look on our ASBDA web site ([www.asbda.com](http://www.asbda.com)) for helpful information.
- 11) Read the minutes/proceedings from the National Convention to keep you up to date.
- 12) If you have any questions, ask A) past State Chairs; B) the National Office Manager; C) other State Chairs both past and present, and D) the ASBDA President.

## **MEMBERSHIP-NATIONAL GUIDELINES**

As stated in the ASBDA Handbook, it is the responsibility of the State Chair to not only arrange for state meetings, but also to take charge of elections in his/her state and be responsible for the presentation of new candidates for membership from his/her state.

One of the most important responsibilities of the State Chair is to carry out correct membership procedures as outlined in the ASBDA Handbook. These procedures, along with membership information given by the National Membership Chair, are essential elements in the process of nominating, selecting and enrolling new members. These new members will constitute the future growth and success of ASBDA.

The following are some guidelines pertaining to the membership process, as it refers to the responsibilities of the State Chair on the national level:

- 1) Read, study, understand and become versed in the membership process as outlined in the ASBDA Handbook.
- 2) Follow these procedures very carefully to ensure a smooth, problem-free process.
- 3) Through the National President or National Office Manager, secure the name and contact information of the National Membership Chair. Contact the Chair and he/she will send you the latest revised new member forms and procedures.
- 4) Refer to our ASBDA web site ([www.asbda.com](http://www.asbda.com)) for additional information.

## HONORS, AWARDS AND MEMORIALS

ASBDA State Chairs represent their state chapter as well as the national organization. Whether you are presenting a Distinguished Band Director Award to a younger colleague, or writing and presenting an “In Memoriam” at a National Convention, or simply speaking at a National Convention as part of a research committee, you are representing a good many of your colleagues as you serve as State Chair.

To assist in the preparation of these responsibilities, the following ideas may be helpful:

- 1) When you hear from the national Distinguished Band Director Award Chair or your regional chair for this award, be sure to follow instructions on time. Call the regional chair or the national chair for this award if you have any questions.
- 2) Promote this award to your membership at each meeting. Learn about this award and its significance and encourage candidates to apply.
- 3) In case that you may have to deliver a memorial tribute during your tenure as State Chair, consider reading the minutes of past National Conventions and find a memorial tribute that seems like one that you could deliver.
- 4) After writing a memorial tribute, copy it and keep it on file.
- 5) If you cannot attend a National Convention when a memorial tribute is to be given, elect someone to go to the convention to present the memorial.
- 6) Anything you present as a State Chair, whether it is to your state membership or at a National Convention is an honor. Everyone will be listening, so relax but be prepared and be professional.
- 7) Read and become familiar with the ASBDA Education Foundation.
- 8) Contact the Chair of the Foundation, Ross Leeper for assistance. Also, refer to our web site ([www.asbda.com](http://www.asbda.com)) for additional information.

## STATE RESPONSIBILITIES

### COMMUNICATION WITH YOUR STATE MEMBERSHIP

It is imperative that the State Chair communicates on a regular basis with members of the state chapter. This can be done in a variety of different ways. Some suggestions for consistent communication with the state membership include the following:

- 1) Contact all members in your state by mail immediately upon being appointed or elected State Chair. Introduce yourself and let the membership know where you can be reached by phone, fax, e-mail, or any other means of communication. Let the membership know that you are there for them.
- 2) Send out a back-to-school letter in August or early September to get the membership thinking about ASBDA. In this letter, you could describe what your plans are for the membership and for the state chapter and ask for their help and guidance.
- 3) Send out a calendar of events for your state chapter in the August or September letter to include meeting dates, times and locales as well as other events of the state chapter. Also include deadlines, especially membership renewals, dues, etc.
- 4) Send out a letter in early December or January.
- 5) Send out a letter in the spring and/or towards the end of the school year. You could include a notice here about potential candidates for membership for the following year.
- 6) You might want to include in your letters to your state membership any or all of the following: A) news from the national level; B) a convention summary; C) new member information; D) items of concern to music education at the state level; E) national awards information and F) encouragement to your membership on attending the National Convention.
- 7) You could consider implementing a state level version of the ASBDA Newsletter.
- 8) You could consider a breakfast, lunch or dinner meeting, whether it is in your state somewhere or at a well attended State Music Educator's Conference in your state.
- 9) You could set up a family picnic for your membership and for their families. It could be a get-on-board type of event in the summer or in September or as a point of closure during the spring or summer months at a recreation center. Of course, depending upon the size of your state, this may or may not be feasible.
- 10) Keep all of your ASBDA state chapter members informed of all pertinent information. Each member needs to feel that he/she is a vital part of ASBDA as well as of the state chapter. State Chairs are the main link in this chain of information. Be consistent and persistent, but use humor as much as possible.

## ORGANIZATION

Needless to say, it is vital that each State Chair be organized. Often, it is easier to keep letters, newsletters, membership directories and communication to the membership stored in your computer for easy reference. Some State Chairs may want to store pertinent information in their laptops. Files need to be set up and organized for easy access. These files will need to be rather mobile, as you will need them for each state chapter meeting. Whether it be organized on a laptop or carried in a portable filing system of some sort, these files are important to the organizational process. Some suggestions to help you in the organizational aspect of this position include the following:

- 1) As soon as you assume the role of State Chair, get a current, up to date membership list. Hopefully, this can be obtained from the previous State Chair. Otherwise, contact the National Office Manager who can get you a complete list including addresses and telephone numbers.
- 2) After you update this membership list, preferably before the fall meeting, please inform the National Office Manager of any changes.
- 3) Try to keep up to date on all addresses, phone numbers, fax numbers and e-mail addresses of all of the members of the state chapter. This will help you to send out instant notices, reminders, etc. to the membership on a moment's notice. Where feasible, the fax numbers can be programmed into your personal or school fax machine for easy access.
- 4) Contact the National Office Manager as soon as you assume the role of State Chair. The National Office Manager can help you with state rebate forms, membership materials, etc. It is important that the National Office Manager knows who you are. Get to know this person because he/she can be a great friend and helper.
- 5) Develop a calendar of events for your state chapter, which coordinates your state ASBDA activities in conjunction with your own State Music Education Association. It is always best to eliminate conflicts before they occur.
- 6) You can distribute the calendar of events in the fall letter or in an initial letter to the membership once you have assumed the role of State Chair. See COMMUNICATION #1).
- 7) State Chairs need to arrange for meetings of the state chapter. This can be organized at the spring meeting during the previous school so that the dates are ready to go in the fall. These meeting dates should be included in the calendar of events.
- 8) Try to schedule a meeting during a State Music Educator's Conference, State Bandmaster's Convention, All-State Festival, etc. This should be an annual event. Each state chapter should meet at least once a year, preferably two or three times a year, depending on the size of the state and the logistics.
- 9) Send out letters to the membership on a regular basis-preferably three or four times per year (once or twice a year in states with small memberships) to keep everyone informed and up to date on state and national news. (See COMMUNICATION #2,4,5,6).

- 10) Please plan ahead for state chapter meetings.
  - A) Send out a letter notifying the membership of the meeting.
  - B) In that mailing, also send out an agenda, directions to the meeting, location of the meeting and the minutes from the last meeting. You may want to send out the minutes earlier so that everyone can look at them before the next meeting.
  - C) Know what you want to get accomplished and how you want to go about doing it.
  - D) Follow Robert's Rules of Order when conducting a meeting.
  - E) Make everyone feel welcome and important.
  - F) Be cordial, friendly, and efficient.
- 11) Arrange an area at home or in your office and set up an ASBDA office.
- 12) Develop a portable filing system that can be easily transferred to the next State Chair with a minimum of confusion. You may want to go through the filing system from the previous State Chair. Add additional files as needed. Keep it current and neat.
- 13) Set deadlines when you ask for the return of materials and adhere to them. Set deadlines that are 15-30 days from the date you mail your material out.
- 14) Date every correspondence. Keep them for future reference.
- 15) File all communications received in chronological order. Make copies of everything you mail to anyone and keep them on file.
- 16) Answer all correspondences in a timely manner.
- 17) Keep accurate records of state activities, meetings, membership, etc.
- 18) You may want to highlight the day you must have correspondences in the mail on your desk calendar or wall calendar.
- 19) Hold elections for state chapter Treasurer and a Secretary if your chapter doesn't already have one. The Treasurer can assist with contacting the National Office Manager for vouchers for the state membership rebate, or other materials such as pre-addressed mailing labels for your state membership, or information and research materials which can be sold or passed out to members and non-members at state meetings.
- 20) It is very important to have the latest edition of the ASBDA Handbook. You can contact the National Office Manager for this. Please read it thoroughly as it explains what ASBDA is all about. The section on State Chairperson Procedures will help you in your organization. Please refer to our web site ([www.asbda.com](http://www.asbda.com)) for additional information.
- 21) Feel free to ask the past State Chair for help or any past State Chairs in your state. The National Office Manager or the ASBDA President can help you as well.
- 22) Being a State Chair is an honor. By being organized, professional and enthusiastic, the membership will respond with eagerness.

## FINANCIAL RESPONSIBILITIES

An important responsibility of every state chapter is to keep an accurate account of all available funds. Some state chapters may have more funds than other state chapters depending on the type of state activities that are sponsored by a given state chapter. A list of guidelines that will assist you as State Chair with this responsibility include the following:

- 1) Hold elections for a state chapter Treasurer if your chapter doesn't already have one. This should be done by a nomination procedure followed by a vote.
- 2) Have the Treasurer give a Treasurer's report at every state chapter meeting. This report can be written and passed out to the membership.
- 3) Each State Chair must request the state chapter rebate in order to receive it.
  - A) Call the National Office Manager and inquire about the state chapter rebate. The National Office Manager will inform you of the correct procedure about obtaining the rebate.
  - B) Usually either at the convention or in July, you will receive a form from the National Office Manager showing the number of members in your state chapter who paid their dues by December 31<sup>st</sup>. Your state chapter will receive a certain amount of money for each state chapter member who paid his/her dues by December 31<sup>st</sup>.
  - C) Fill out the form immediately and mail it back to the National Office Manager.
  - D) Your rebate check will be sent to you or to your state chapter Treasurer.
  - E) You can use the refund for correspondence, phone, fax and postage costs, etc.
  - F) In all or most of your letters to the membership, remind them to pay their dues before December 31<sup>st</sup>. In this way, each member who paid his/her dues before December 31<sup>st</sup> will be counted towards your state chapter rebate.
- 4) Each January, call the National Office Manager requesting an up to date membership list from your state.
  - A) You can compare this list with your own membership list to check for any differences.
  - B) Any changes in address, phone numbers, etc. must be reported to the National Office Manager as soon as you are made aware of them.
- 5) The checking account should be in the name of the ASBDA state chapter. Request an interest bearing account with no service charges. You may need an ASBDA ID number for tax exemption purposes. Your state chapter Treasurer can take care of this.
- 6) If your state chapter sponsors any events, such as an adjudication festival, make sure you have insurance coverage. You can divide the insurance cost by the number of events that your chapter sponsors and add a fee onto the established fee for the event to cover this insurance cost.

## POTENTIAL MEMBERS

As stated earlier, one of the most important responsibilities of the State Chair is to carry out correct membership procedures as outlined in the ASBDA handbook. In this process, the recruiting of new members of high quality needs to be a top priority. The following guidelines and suggestions will prove to be helpful in carrying out this responsibility:

- 1) It is not the responsibility of the State Chair to recruit new members alone, but to provide leadership in the process of recruiting and obtaining new members.
- 2) The State Chair needs to encourage the membership to find new candidates by seeking out the most qualified people in their state and sponsoring them for membership. The entire membership needs to be involved in this process.
- 3) Observe young, seasoned and successful directors when you are adjudicating or going to school concerts. These directors could be potential new member candidates.
- 4) Constantly be aware of possible new member candidates throughout the school year who are qualified to become candidates.
- 5) Start the recruiting process early for new member candidates.
- 6) Send out a "Procedure For New Members" notice for all of the members in your state chapter in the spring mailing so that it can be thought about before school begins in the fall or before you have your meeting in the summer or in the fall.
- 7) You may want to develop a state membership committee or elect a state membership coordinator whose main job will be to seek out new member candidates and explain to them what ASBDA is all about.
- 8) Study and understand the Membership Procedure section in the ASBDA Handbook.
- 9) Please be aware that one of the requirements for membership is that the candidate has to have been in charge of a band for 5 years before being considered for membership. This is a change from the past, when the candidate had to be in charge of a band for 7 years.
- 10) Especially important is the fact that the name of any prospective candidate for membership that is presented to the state membership must meet the overall approval of the membership. A membership committee could help with this by bringing forth the names of outstanding prospective candidates.
- 11) Once the name of a prospective candidate is presented to the membership, try to vote immediately. The voting is done by written ballot as stated in the ASBDA Handbook and is signed by the person casting the vote. Anyone not present will receive a ballot in the mail.
- 12) As stated in the ASBDA Handbook, any person voting "nay" must send a letter within 10 days of the meeting to the State Chair stating why the "no" vote was cast. The State Chair should speak to the sponsor in private about this after the meeting.
- 13) At this point, either the sponsor withdraws the name of the candidate, or it is tabled until the next state chapter meeting where it is discussed. This should be done before any application forms are passed out to eliminate any uncomfortable situations later on.

- 14) The candidate, upon approval by the state membership, must meet all of the requirements for membership.
- 15) The sponsor will see to this and see that the candidate understands the philosophy, obligations and background of the ASBDA. All of this should be done before any application forms are passed out.
- 16) After the approval of the state membership, the prospective candidate can present the "Request For Application" form to the State Chair. The membership procedure is followed through at this point. For forms and procedures, please see page 6.
- 17) Make copies of everything.
- 18) You may want to consider inviting a prospective candidate to a state chapter meeting so he/she can get a feel for what your chapter and ASBDA is all about. Of course, the research on this candidate must be done before the invitation is extended.
- 19) Promote your state chapter in any way you can.
- 20) Share with prospective candidates any information about ASBDA that you can. Information about conventions, minutes from conventions, the ASBDA Statement of Philosophy, the History of ASBDA, Membership Requirements, ASBDA Newsletters, ASBDA articles, Bandworld Magazine, etc. to get them interested.
- 21) See to it that both the candidate and the sponsor follow through with the application procedure.
- 22) Refer to our web site ([www.asbda.com](http://www.asbda.com)) for additional assistance.

## **AFFILIATE MEMBERSHIP AND ASSOCIATE MEMBERSHIP**

### A) Affiliate Membership

1. Affiliate Members shall include former Active Members of ASBDA who are not currently engaged in the teaching, directing or supervision of school bands at the elementary, middle school/junior high and/or senior high school levels.
2. All privileges and responsibilities of Active Membership are to be retained with the exception of holding an elective national office.
3. Please refer to Article IV of the Constitution and to Article II of the By-laws in the ASBDA Handbook for further details on Affiliate Membership.
4. Please refer to our web site ([www.asbda.com](http://www.asbda.com)) for additional information.

### B) Associate Membership

- 1) Associate Membership is available to any firm and/or individual interested in furthering the philosophy of the ASBDA.
- 2) Associate Members may attend all convention events with the exception of specified closed business sessions, but may not vote nor hold office.
- 3) Please refer to Article IV of the Constitution in the ASBDA. Handbook for further details on Associate Membership.
- 4) Please refer to our web site ([www.asbda.com](http://www.asbda.com)) for additional information.

## STATE ELECTIONS

The ASBDA Handbook explains the procedure for the election of a State Chair as well as voting procedures for new members. Each State Chair must become familiar with these procedures. Some of the most important procedures include the following:

- 1) Each state must conduct an annual election of a State Chair 60 days prior to the National Convention.
- 2) The results of this election should be reported immediately to the President of ASBDA, the National Office Manager and the National Membership Chair.
- 3) One of the considerations of the State Chair should be his/her ability to represent the state chapter at the National Convention and at the State Chair Meeting.
- 4) All voting of new members must be by written ballot and signed by the person casting the vote.
- 5) Other procedures are outlined in the ASBDA Handbook.
- 6) In addition, the following points should be considered:
  - A) Upon the election of the State Chair, a chapter Secretary and/or a chapter Treasurer, the President of ASBDA, the National Office Manager and the National Membership Chair should be notified so that future correspondences can be sent to the correct person. Often, if this item is not taken care of, mail might never be received!
  - B) Each state may want to consider electing a membership committee. The function of this committee could be to search for outstanding candidates for membership to be brought forth to the State Chair and to the state membership.
  - C) Each state chapter may want to consider a State Chair-Elect position. This will provide for some continuity as the State Chair-Elect can be mentored into the position of State Chair. The training of the State Chair-Elect will have positive impact on the state chapter, as the transition will be greatly improved. Of course, each State Chair can be re-elected every year, but eventually, a new State Chair will be needed, and the State Chair-Elect position will be very helpful.
  - D) Each state chapter may want to consider this same situation for the Secretary (Secretary-Elect) and the Treasurer (Treasurer-Elect).

## **PROMOTING MEMBERSHIP IN UNORGANIZED STATES**

A topic that often comes up at National Conventions is how to promote membership in unorganized states. This is a problem in those states where there are five (5) or less Active and Affiliate members. This section is designed to assist the State Chairs in those states in recruiting new members and in promoting membership in general.

- 1) Contact the National Organizing Committee Chair for assistance. This person can give you guidance on how to promote new members and how to promote membership. He/she can even let you know if there are funds available to assist you.
- 2) Contact a past or current State Chair from another state who has had the same problem and has succeeded in increasing membership in that state.
- 3) Write an article in your state band organization's newsletter/magazine promoting the philosophy and goals of ASBDA, and even an encouraging message to become a member.
- 4) Set up a booth at your State Music Convention promoting ASBDA.
- 5) Conduct a workshop at your State Music Convention and have it sponsored by your state chapter. This will help to get your state chapter recognized.
- 6) Contact other ASBDA members or State Chairs who may know of someone in your state who would be a worthy candidate.
- 7) If time and distance permits, try to attend various school concerts in your area or in your state at the elementary, middle school and high school levels.
- 8) At your State Music Convention, mention to the membership about ASBDA and encourage people to look for candidates.
- 9) If you know of someone who is a potential candidate, invite him/her to an ASBDA sponsored event in your state, if one exists.
- 10) All existing Active and or Affiliate members in your state must actively engage in the recruiting process. The wheels of progress move much slower if only one person is working on it.
- 11) Contact the National President of ASBDA for assistance. He/she would be interested in helping you as well.
- 12) Contact the National Office Manager for assistance. He/she can locate the any members who have resigned from your state chapter. You may want to speak with those former members to find out why they left ASBDA. Perhaps you can persuade them to come back into ASBDA.
- 13) You may want to encourage prospective candidates by showing them examples of what other state chapters are doing. Tell them that your chapter can do the same if they have the will and the desire.
- 14) Bounce various ideas off of your current members. When you come to a consensus, you can go out and spread the word about the endless possibilities.
- 15) Always communicate with the members of your chapter either by phone, fax, e-mail or in person. Plan a course of action, and then act on it.
- 16) To ease in the process of recruiting new members from unorganized states, a tape may be used in order to hear the candidate's band; however, involve the National Organizing Chair in this process to ensure that proper procedures are followed.

## LEADERSHIP

It is an honor to be a leader of a successful professional organization. Any successful leader earns the respect of his/her peers. The leader invites and encourages others to actively get involved and become an integral part of something very special. The following are suggestions on helping each State Chair become a great leader:

- 1) Develop a short and a long-range plan for your state chapter.
- 2) Respect every member of your state chapter as a special human being that has something very positive to contribute to the state chapter.
- 3) Treat every member equally. All members are important components of the successful state chapter.
- 4) Use humor whenever possible.
- 5) Encourage, invite and motivate each member to become actively involved in all state chapter decisions and activities. It is their organization!
- 6) Encourage open communication and invite new ideas to be presented at any time.
- 7) Please read the ASBDA History document and understand how and why the ASBDA was formed.
- 8) Please read the ASBDA Handbook, paying particularly close attention to the following sections:
  - A) State Chair Procedures
  - B) Removal of a State Chair
  - C) Article VII State Chapters
  - D) Membership Procedures
    1. Article IV
    2. Article II
  - E) Elections
  - F) The rest of the handbook that includes a brief history of the ASBDA and a statement of philosophy as well as other items such as the Constitution and By-laws of ASBDA.
- 9) Have a thorough understanding of what ASBDA is all about and be able to convey its uniqueness to the membership as well as to the instrumental music teachers in your state. Refer to our web site ([www.asbda.com](http://www.asbda.com)) for additional information.
- 10) Have your state chapter sponsor clinics and/or workshop sessions at your State Music Educator's Association Conference and have membership information available in a visible area near the session.
- 11) Have an ASBDA booth or display at your State Music Educator's Association Conference and/or at the state band convention. This will help to "get the word out" about ASBDA as well.
- 12) Attend the ASBDA National Convention!!
  - A) If you cannot attend, send a representative from your state chapter.

- B) It is a great forum to exchange ideas, to meet other members from across the country and to find out what ASBDA is all about.
  - C) State Chairs serve as the link between what happens at the national level and at the state chapter level.
  - D) You probably have some great ideas that can help to shape the future direction of ASBDA. Attend the convention and tell everyone about yourself, your state chapter and your great ideas.
- 13) Attend the State Chair's Breakfast. If you are unable to attend, try to send a representative from your state chapter. This is another excellent opportunity to meet other members, share ideas and ask questions.
  - 14) Encourage your membership to attend the National Convention. It is a great event!!
  - 15) Make all members of your state chapter aware of the functions and services that are available to ASBDA members. Remind them to refer to our web site ([www.asbda.com](http://www.asbda.com)) for information.
  - 16) Talk with the members of the Executive Board of ASBDA to get a sense of the organization.
  - 17) Take with previous State Chairs and discuss duties, goals, etc.
  - 18) Try to come up with a project or an activity for the entire state chapter to work on.
  - 19) Spread the responsibilities around. In this way, more members will get involved.
  - 20) Always check with all committees to see how their work is progressing.
  - 21) Always read the minutes and proceedings of the National Conventions to keep informed.
  - 22) Always answer your mail as quickly as you can. We all know what happens when we "leave it until tomorrow".
  - 23) If your state borders a state that is not affiliated with ASBDA, consider contacting the National Organizing Committee Chair and discuss how to work on getting that state involved in ASBDA.
  - 24) Invite some well-respected directors from the neighboring state to one of your state chapter meetings.
  - 25) Spend a good deal of time training the next State Chair on how to become an efficient State Chair. Maybe as part of the election process, you might want to consider some sort of "training period" for the next State Chair elect. This could for a period of one-year, six-months or a few months.
  - 26) Have fun as your State Chair!! You will get to know your state's membership really well and you will make lasting friendships. You will also meet some wonderful people all over the country when you attend the National Convention and get on committees. It is an awesome responsibility, but a truly awesome experience!!

**AMERICAN SCHOOL BAND DIRECTORS ASSOCIATION**

**STATE CHAPTER REPORT**

Please make copies of this report for future mailings

**A copy of this report is to be sent to the National president on or before the following dates:  
October 1, December 1, February 1 and April 1**

State Chapter \_\_\_\_\_ Date \_\_\_\_\_

State Chair \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Home Fax ( ) \_\_\_\_\_

Office Phone ( ) \_\_\_\_\_ Office Fax ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Date of the last State Chapter Meeting \_\_\_\_\_

Location \_\_\_\_\_

Anticipated date of the next State Chapter Meeting \_\_\_\_\_

Location \_\_\_\_\_

List Member Count: C \_\_\_\_\_ AC \_\_\_\_\_ AF \_\_\_\_\_ R \_\_\_\_\_ AS \_\_\_\_\_ SP \_\_\_\_\_

List any data or address changes of chapter members known to you at this time:

List any deaths, which have occurred in your chapter: \_\_\_\_\_

Include obituary material or list contact for said material: \_\_\_\_\_

Name of person who will present memorial at the National Convention: \_\_\_\_\_  
(Please see reverse side)

List any news items for the ASBDA Newsletter:

List any items of Chapter Business that you would like to convey to the National Executive Board:

List any suggestions from your chapter concerning Research Projects, Surveys or Items of Official Association Business for consideration by the National Executive Board:

**Please submit on or before October 1, December 1, February 1 and April 1**

(Please use attachments if necessary)

## State Chair Checklist

### These items should be taken care of as soon as you become State Chair:

- \_\_\_\_\_ 1. Contact the National President, the National Office Manager and the National Membership Chair and inform them as to who the officers are in your State Chapter.
- \_\_\_\_\_ 2. Get a current, up to date membership list from either the previous State Chair or from the National Office Manager.

### These items should be taken care of before September 1<sup>st</sup> in your first year of becoming State Chair:

- \_\_\_\_\_ 1. Meet with the previous State Chair if you haven't already done so (hopefully you would have had 1 year of mentor training under the previous State Chair) to review procedures and to look over the filing system.
- \_\_\_\_\_ 2. Arrange an area in your home or in your office and set up an ASBDA office and an ASBDA filing system.
- \_\_\_\_\_ 3. Contact the National Office Manager to get a form for the State Chapter Rebate if you do not already have one.
- \_\_\_\_\_ 4. Obtain a copy of the current ASBDA Handbook.
- \_\_\_\_\_ 5. Become well versed in the ASBDA Handbook.
- \_\_\_\_\_ 6. Develop a short and a long-range plan for your chapter.
- \_\_\_\_\_ 7. Develop a calendar of events for your State Chapter, which coordinates the activities and meetings of your State Chapter in conjunction with your own state music education association.
- \_\_\_\_\_ 8. Indicate all activities and meetings in chronological order with the time, date and locale of each event.
- \_\_\_\_\_ 9. Develop an agenda for the first meeting of the year. Always include attendance at the National Convention, or an encouraging word about attending the national convention as an agenda item. Also include a reminder about paying your dues before December 1<sup>st</sup>.
- \_\_\_\_\_ 10. Send out a letter around September 1<sup>st</sup> (or before if your first meeting is in the summer) informing the membership of the first meeting.
- \_\_\_\_\_ 11. You may want to include the calendar of events, directions to the meeting and an agenda for the meeting in this mailing.
- \_\_\_\_\_ 12. Prepare for the meeting. Write down notes for yourself.
- \_\_\_\_\_ 13. Review the procedures for membership, as this should be an agenda item as well. You always want to encourage the nomination of prospective new members. Set deadlines dates for all membership materials to be returned to you.
- \_\_\_\_\_ 14. Gather any correspondences from any committee chairs or from the National President that you would like to discuss at the meeting.

**These items should be taken care of before every meeting:**

- \_\_\_\_\_ 1. Send out a letter to the membership about the next meeting at least two weeks in advance. You may want to include directions to the meeting, an agenda and any other pertinent items such as a dues reminder. Also include a number where you can be reached so that those members who cannot attend the meeting can contact you.
- \_\_\_\_\_ 2. Prepare for the meeting.
- \_\_\_\_\_ 3. Gather materials such as a current membership list that you want to distribute to the membership.
- \_\_\_\_\_ 4. Make extra copies of the minutes from the past meeting as well as extra copies of the agenda.

**These items should be taken care of after every meeting:**

- \_\_\_\_\_ 1. Prepare a State Chapter Report on the form provided. These reports should be handed in to the National President on or before the dates indicated on the back of the form.
- \_\_\_\_\_ 2. Someone should type up the minutes of the meeting. This could be done by the Secretary of your chapter or by yourself.
- \_\_\_\_\_ 3. These minutes should be sent out to every member as soon as possible so that they are made aware of what went on at the meeting.
- \_\_\_\_\_ 4. Begin to prepare for the next meeting. Add agenda items as they come up.

**These items should be taken care of before April 16<sup>th</sup>, or 60 days before the National Convention:**

- \_\_\_\_\_ 1. Your state chapter must conduct an annual election of a State Chair 60 days prior to the National Convention.
- \_\_\_\_\_ 2. Your state chapter can also elect other officers as well during this election.
- \_\_\_\_\_ 3. All membership materials must be sent to the National Membership Chair 60 days prior to the National Convention.
- \_\_\_\_\_ 4. Try to get a count as to how many members from your state chapter will be attending the National Convention. Of course, you will be encouraging the membership to go throughout the year.

## **SAMPLE AGENDA**

ASBDA (State Chapter)

Agenda for (day of the week), (date)

1. Call To Order, Welcome To members, Introduction of Guests
2. Minutes of the Previous Meeting (approve as read or circulated)
3. Treasurer's Report (accept as read or circulated)
4. Announcements From/In Regards to Our National ASBDA
5. Goals/Projects:
  - A. Long Range
  - B. Current
6. Unfinished Business (refer to Minutes of previous meeting)
7. New Business
8. Announcements
9. Next Meeting: (day, month, year, location, time)
10. Adjournment
11. Guest Speaker/Clinician (if scheduled)

## SAMPLE FORM FOR MINUTES

ASBDA (State Chapter)  
Minutes for (date)

1. The (annual, regularly scheduled, special, etc.) meeting of ASBDA (state) was called to order at (time) by State Chair (or whatever title) \_\_\_\_\_ on (day of the week), (date), in/at (location).
2. In attendance: (members first, possibly with school name; if the group is large, circulate a sign-in sheet and enter into the minutes later).
3. The Minutes of the previous meeting were approved as read/printed, etc.
4. The Treasurer's Report was accepted as read/printed, etc.
5. ASBDA National: (Person) announced the following:
  - A. From the National President or others
  - B. Other national concerns, such as the convention, Foundation, etc.
6. Project Reports:
  - A. Long Range
  - B. Current
7. Unfinished Business (refer to the Minutes of the previous meeting)
  - A.
  - B.
  - C.
8. New Business
  - A.
  - B.
  - C.
9. Announcements
10. Next Meeting: (day of the week), (date), (year), (location), (time)
11. Adjournment: (time) (You may also note here that a guest speaker, clinic, etc. took place following adjournment)

**Don't forget to send a copy to:**  
**National President**  
**National President-Elect**  
**National Office Manager**

**SAMPLE TREASURER'S REPORT**  
(A very simplified format)

ASBDA (State Chapter)  
Treasurer's Report (date) to (date)

**PREVIOUS BALANCES**

Checking Account	\$ 400.00
Savings Account	<u>\$ 250.00</u>
	\$ 650.00

**RECEIPTS**

Anonymous donation	\$ 100.00
Fundraiser gross	\$ 400.00
Rebate from National ASBDA	<u>\$ 25.00</u>
	\$ 525.00

**TOTAL BALANCES AND RECEIPTS**     \$ 1, 175.00

**DISBURSEMENTS**

Stationery (J. Smith)	\$ 25.00
New checks (K. Jones)	\$ 20.00
Fundraiser costs	<u>\$ 75.00</u>
<b><u>TOTAL DISBURSEMENTS</u></b>	<b>\$ 120.00</b>

**ENDING BALANCE (date)**     \$ 1,055.00

(Note: Details on any entries may be done following this page. Refer to any ASBDA National Treasurer's Report, or any other reliable sources for examples.)

**AMERICAN SCHOOL BAND DIRECTORS ASSOCIATION  
HANDBOOK FOR STATE CHAIRS**

**CREATED BY ASBDA STRATEGIC PLANNING COMMITTEE  
STRENGTHENING STATE CHAIR POSITIONS**

**1999-2000**

**REVISED 2004**

