



## **Rocky Mountain Percussion Association**

### **MANAGEMENT TEAM**

Last Revision: 30 September 2007

### **Policies and Procedures**

#### **ARTICLE I NAME**

The name of the organization is the Rocky Mountain Percussion Association Management Team (hereinafter, the “Team”).

#### **ARTICLE II OBJECTIVE**

2.1 The purpose of the Team is to support the objectives of the Rocky Mountain Percussion Association (RMPA) and implement membership policies, programs and contests as developed by the Board of Directors.

2.2 The Team will support, in their entirety, the By-Laws of RMPA.

2.3 The Team shall operate in a consultative manner to RMPA. Thus, proposals and recommendations will be presented by the Executive Director to the RMPA Board of Directors for approval.

#### **ARTICLE III BASIC POLICIES**

3.1 Discrimination – The Team shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, , or military status, in any of its activities or operations. These activities include, but are not limited to the selection of volunteers and the selection of vendors.

3.2 Non-Profit – The Team shall support the non-profit status of the Rocky Mountain percussion Association.

3.3 Commitments – The Team may cooperate with other groups and agencies concerned with similar activities, i.e. bands, color guards, etc. but persons representing the Team in such matters, shall make no commitments that bind the Team without specific authorization to do so by a full majority of the RMPA Board of Directors.

#### **ARTICLE IV MEETINGS**

4.1 Management Team Meetings shall be held at least three times annually. Two meetings shall be held in preparation for the “Winter Percussion Season”, during the September through January timeframe. One meeting will be held after the WGI Championships to review pros and cons of the previous season. The Executive Director or his/her appointee shall conduct each of the Management Team Meetings.

4.2 Committee Meetings, including working groups, may hold meetings at any time for any purpose. No meetings associated with the Team may be closed to any active members of the Team. Decisions or votes binding the Team may only occur at Management Team Meetings.

4.3 Records – The Team shall keep minutes of the proceedings at Management Team Meetings. These minutes shall be provided to the Board of Directors within 15 days of the meeting date.

## **ARTICLE V                   MANAGEMENT TEAM COMPOSITION**

5.1 An Executive Director of the Management Team shall be selected by a quorum of the Board of Directors prior to the annual General Membership Meeting each year. There is no limit to the numbers of years an individual may serve as the Executive Director.

5.2 The Executive Director will recruit and select volunteer (unpaid) members of the Management team. Selections are subject to the approval of the Board of Directors.

5.3 Members of the Management Team may also be members of other RMPA teams or committees; Management Team members and volunteers may hold more than one position provided separate individuals hold the offices of Executive Director and Finance Director. At any point in time, only one member of a family may hold a position on the Management Team. There are no restrictions on the relationships of any staff member to a member of the Management Team.

5.4 Executive Director –

Responsibilities include, but are not limited to:

Supervising over all affairs, activities, committees and business of the Team

Representation of the Team to the RMPA Board of Directors

Develop calendar of contest dates with Board of Directors

Maintains communication with members of the Team

Coordinates website updates / enhancements

Ensures assignments are being completed and resources are properly allocated

Staff will Include:

Volunteer Coordinator -

Recruiting and coordinating requirements for volunteers

Maintain volunteer database

Website Coordinator -

Communication with the webmaster regarding website updates

Ensuring contest updates and scores are placed on the website in a timely manner

Working with the webmaster to develop website upgrades, as appropriate

Coordinating the provision of photos to the webmaster for inclusion on the website

5.5 Finance Manager -  
Responsibilities include, but are not limited to:  
Custodian of funds for RMPA  
Coordinate completion of all appropriate financial documents (1099, insurance certificate, etc.)  
Maintaining full and detailed records of all financial transactions  
Provide quarterly financial reports to the RMPA Board of Directors  
Present financial reports at the General Membership meetings  
Develop, with the Board of Directors and the Executive Director, the annual budget for RMPA  
All deposits and disbursements shall be conducted through the Finance Chairpersons' accounting system

Staff will Include:

Fundraising / Scholarship Coordinator -

Organize all aspects of the design and sale of RMPA and percussion-related merchandise

Coordinate the creation and printing of the program for the RMPA Championships  
Maximize value of and for Sponsors  
Develop and administer RMPA Scholarship program  
Participate with the Finance Manager in the development of the annual budget  
Report all income and expenses associated with his/her area to the Finance

Chairperson

5.6 Contest Director –  
Responsibilities include, but are not limited to:  
Coordinate assignment of host school with Board of Directors  
Contract with host schools for contests  
Point of contact for Ensemble Director of host school  
Create performance schedule for each contest  
Coordinate contest day logistics  
Train and schedule contest crew members  
Supervise RMPA show staff at all shows  
Manage physical assets such as PA system, trailer, floor, etc.  
Contest responsibilities include all RMPA contests/championships and WGI competitions sponsored by RMPA

Staff will Include:

Tabulation -

Prepare score sheets, tapes and recaps for RMPA contests  
Manage tabulation activities at RMPA competitions  
Coordinate runner duties at each contest  
Train new tabulators, as necessary

Equipment -

Manager physical assets such as PA system, trailer, floor, etc.

Souvenirs -

Sale of RMPA souvenirs at RMPA competitions

Judge Hospitality -

Coordinate travel arrangements for out of town judges (hotel and air)

Make transportation arrangements for the judges to/from contest site

Point of contact for Chief Judge

Arrange with host for judge meals (in concert with the Chief Judge)

Organize Board of Directors rotation for judge hospitality

**ARTICLE VI        CONTRACTS**

The Team shall, as necessary and with the approval of the RMPA Board of Directors, enter into contracts for equipment, supplies and services. Each contract must be formally documented through a written invoice or contract.

**ARTICLE VII        AMENDMENTS**

These policies may be changed, amended or revoked by a quorum vote of the RMPA Board of Directors.