



Section Coordinator Responsibilities

(Updated 9.16.26)

General note: while these guidelines and responsibilities are the general consensus of the section coordinator committee at large, they are proactively designed in such a way that exceptions are to be made whenever reasonable. If it seems prudent to do so, AND ALL RELEVANT PARTIES ARE IN AGREEMENT, exceptions are certainly permissible.

Distinction of “section leader” vs “section coordinator

*The traditional model of a “section leader” implies a higher skill and experience than other players. In contrast, the YACCB’s model of a “section coordinator” is somewhat removed from skill level and is instead focused more upon a **managerial mindset**, discerning where a given player would be best suited to sit, and also which part would be best suited for a given player to play.*

Initial Point of Contact for All Interested, Prospective Members

***ALL NEW INQUIRIES MUST SEND AN INITIAL ‘MESSAGE OF INTEREST’ THROUGH OUR WEBSITE PORTAL (www.yaccb.org/join). This applies to ALL interested prospective members, even if there is a pre-existing relationship.

Regarding the Sequence of Communication for Website Inquiry

1. Inquiry sent through website

Initial inquiry is sent through the website portal, received by Webmaster.

2. Webmaster email to 3 parties

Webmaster sends initial email out to 3 parties:

- a. Librarian(s)
- b. Section Coordinator the Instrument Chosen
- c. Director

3. Director and Section Coordinator Confer

Director reaches out to Section Coordinator (or vice versa, whichever happens first) to determine the wisdom of gaining another player for the give section, or If it would be wisest to place inquiring member on a waiting list.

4. Director Confers with Prospective Member

If Director and Section Coordinator agree to proceed with the induction of a new prospective member, Director reaches out to prospective member to provide an initial assessment of the player, all of which is based upon experience, skill level, commitment level and general sense of acceptance of what the band is about, etc.

5. Director Introduces Inquiring Member to Section Coordinator

If Director discerns that the prospective member will be a good fit, director advises Section Coordinator to reach out to the prospective member in order to officially begin orientation.

Responsibilities of a Section Coordinator

Initiating New and Prospective Members Through Orientation

It is the responsibility of the Section Coordinator to lead the prospective member through the orientation process. Note that while this "orientation process" is still in development, the general components are:

1. Evaluating player's skill to ensure that it is adequate for participation.
2. Evaluating player's attendance to ensure that the commitment is understood.
3. Explaining general construct of the band's administration and procedures, etc.

Initiating membership application

If the orientation process goes well and a section coordinator discerns that the new member in orientation is a good candidate for membership, the section coordinator will approach the membership committee and request an application, which will be given to the new candidates. Membership is officiated upon the approval and signature of the following three parties:

1. Section coordinator
2. Membership committee member
3. Director

(upon successful approval by all three parties, the candidate will be formally introduced as a member of the band before the band during a rehearsal and will be presented with a membership certification).

Prospective members must attend a minimum of 4 rehearsals before they will be permitted to apply for membership. Prospective members will not receive folders to take home. They will be given a folder to borrow for each rehearsal, and this folder must be returned to the section coordinator or librarian at the end of each rehearsal. Folders may only be taken home by active members of the band. Only active members may participate in concerts (exceptions may be made at the discretion of the director).

Regarding Prospective Member Orientation Late in the Season

Because of the strategic work that a section coordinator puts into developing a given section in order to prepare for concert season, should a prospective member wish to begin orientation LATER IN THE SEASON (ie, a few weeks away from concert season), the section leaders have the authority to inform said prospective member that permission is not granted to participate, but is permitted to contact him or her at the beginning of the next season to inquire.

Regarding Guest Attendance

Guests are always encouraged and welcome to observe rehearsals. However, no participants are allowed to sit within the sections. They must sit either to the side, in the back of the band, or wherever a seat is available.

Intra-sectional Communication

It is the responsibility of the Section Coordinator to stay in regular communication with the members of the given section (via email, text, or phone call) whenever there is a schedule change, update or concern.

Chair, Part and Solo Assignment

It is the responsibility of the Section Coordinator to thoughtfully assign chair, part and solo assignment to each player in the given section. This includes discernment to any potential “rotational change” of the same throughout each new season in the event that it seems appropriate to alternate opportunities for seating and solo assignment, allowing different players the opportunity to play in a different section and also have a solo. All part, chair and solo assignments are at the discretion of the section coordinator.

Handling Intra-Sectional Tension

In the event that there is tension / dissension within a section (resulting from miscommunication, inappropriate behavior, etc), it is the responsibility of the Section Coordinator to first attempt to find a resolution within your section through diplomatic means. If after initial diplomatic attempts fail, it is the responsibility of the Section Coordinator to include the Representative Member of the Board.

Personal Professionalism and Preparedness

As outlined in the initial expectation of a section coordinator, it is not expected that the Section Coordinators must be the most skilled player of each section. But it is very much expected that they will be extremely well-prepared with the season’s music, on time (early!) to rehearsals, and will conduct themselves in such a way that telegraphs an expectation of professionalism and dedication to the YACCB, serving as a model for the section to follow.

Encouraging Community

It is the responsibility of the Section Coordinator to be proactive in both providing and promoting an inviting sense of camaraderie and community with all of the players in the section, ensuring that they are routinely encouraged with expressed gratitude for their presence.

Attendance and Reporting of Attendance

It is the responsibility of the Section Coordinator to have a firm commitment to attendance of rehearsals (at least 75% of rehearsals and concerts for both the summer and holiday seasons.) It is the responsibility of the section coordinator to take section attendance at each rehearsal and performance and report any absences to a member of the membership committee. This responsibility may certainly be delegated, but it is the job of the Section Coordinator to handle and be responsible for that delegation.

Tenure

All section coordinator candidates must be an active member of YACCB for at least one calendar year. Exceptions may be made at the discretion of the director.