

Job Description for VBODA Marching Band Committee Chair

The Marching Band Committee chair is responsible for organizing and executing VBODA state marching band assessment and promoting the marching arts.

Duties included (but may not be limited to)

- Report to the VBODA Executive Board the status of marching assessment and recommend items as developed by the committee.
- Scheduling VBODA Marching assessment sites and dates.
- Collect Registration information for marching assessment.
- Coordinate with VBODA Treasurer to ensure assessment funds are collected and dispersed in appropriate manner.
- Coordinate with assistant committee chair to ensure each site has a full panel of assessment evaluators.
- Preparing assessment materials for each site.
- Scheduling each site.
- Coordinate with Webmaster to ensure Assessment Data is posted properly
- Provide oversight on adjudicator selection and evaluation process conducted by Assistant Coordinator.
- Coordinate with site hosts to ensure proper facilities are contracted, appropriate financial process is followed and timely reimbursement is issued.
- Communicate with marching assessment designee from each VBODA district to gauge the needs of our membership. Suggested meetings at VMEA Conference and All-State Band.
- Coordinate and promote training opportunities in the marching arts in conjunction with the VMEA conference and All-Virginia Event.
- Maintain appropriate assessment equipment such as recorders and computer.
- Work with Webmaster to collect and post assessment data prior to 2011.