



Peterborough New Horizons Bands (PNHB)

PETERBOROUGH NEW HORIZONS BANDS ENSEMBLE GUIDELINES

Ensemble Formation

- ❑ Find a small group of musicians with a common interest, all of whom are PNH B members.
- ❑ Request approval for formation of the Ensemble from the PNH B Board.
- ❑ Elect a Leadership Committee (including as a minimum a Treasurer). (The conductor should not be on the Leadership Committee.)
- ❑ Choose a conductor and complete a contract for conducting services. (A contract template is available.) (Note: A conductor may not always be needed, as in the case of a duet, etc.)

Leadership Committee

- ❑ Arrange for rehearsal space. Negotiate a rental rate and advise the PNH B Treasurer. Advise the renter of any changes in the rehearsal schedule.
- ❑ Decide on the amount of membership dues.
- ❑ Arrange any performances. Forward a list of Ensemble Members to the Secretary of the PNH B Board effective as of October 30 each year. A template for reporting is available.
- ❑ Notify the PNH B Treasurer should a venue at which you will be playing require a Certificate of Insurance.
- ❑ Notify the PNH B Chair's delegate of any performances for which a SOCAN licence is required. The Chair's delegate will complete the required form and arrange for submission of any fee on behalf of the Ensemble.
- ❑ Maintain a listing of assets (including music, instruments, etc. purchased using Ensemble funds).

Ensemble Treasurer

- ❑ Receive membership dues. (Payment by cheque, rather than cash, should be encouraged.) Once all dues for the term have been collected, submit them to PNH B Membership Dues Secretary for deposit at the Credit Union.
- ❑ Receive any invoices (for example, conductor's fees, rental fees, etc.). Approve the invoices and forward them to the PNH B Treasurer for payment.
- ❑ Keep records of receipts and invoices, as well as the bank balance for the Ensemble. Reconcile the records to those provided periodically by the PNH B Treasurer.

Please Note: Personal liability and property damage insurance will be covered by PNH B.