

City of Fairfax Band Attendance Policy

Throughout its history, The City of Fairfax Band has enjoyed an ongoing and rewarding growth in musical maturity that gains in momentum each year. Although not a professionally constituted ensemble, it is evident all members of the band aspire to the highest possible level of performance. No ensemble, regardless of the individual virtuosity of its members, can achieve the cohesion that is the mark of a musically mature organization without consistent rehearsal attendance. It is clearly understood that many members cannot attend every rehearsal due to business responsibilities, illness, family commitments, and other obligations. Additionally, as the reputation of the band has grown, so has the desire to join the band. Consequently we now have waiting lists for most sections. In fairness to those on the waiting list, we must have a mechanism of determining those members who have dropped out of the band and can be replaced.

In order to provide for stability in the various sections, to eliminate attendance patterns identified as particularly disruptive and damaging to the overall performance of the band, and to ensure the continuation of our musical growth, a formal policy governing attendance and membership is required. The policy set forth below has been developed by the Board of Directors, and is intended to clarify attendance policies that have been in effect, but not previously formalized.

Guidelines for Members

1. It is the responsibility of each member to notify the Personnel Coordinator and his/her Section Leader of an impending absence. Since some of our musicians travel frequently or have job/family commitments that require missing rehearsals, it is essential that the Personnel Coordinator be aware of these situations. Continual absences without notification may indicate a loss of interest in the band and may result in the individual being dropped from membership.
2. All members are expected to attend the two rehearsals immediately preceding a concert. The Music Director, in consultation with the Section Leader, has the right to ask a player who misses one or both rehearsals, but especially the dress rehearsal, not to perform that concert and rejoin the band at the next rehearsal.
3. Unless excused in advance by the Music Director, members of the Concert Band, who are also members of other musical organizations or one or more of the ensembles of The City of Fairfax Band, are expected to participate in Concert Band performances.
4. Three consecutive absences without notification will result in the player being contacted by the Personnel Coordinator in order to determine the players intention to remain a member. When single non-consecutive absences occur frequently without prior notification, the player will similarly be contacted by the Personnel Coordinator.

5. If a conflict with a concert date and a member's schedule occurs, notification should be made to the Personnel Coordinator and the Section Leader so that an alternate can be obtained if necessary.

Personnel Coordinator

The position of Personnel Coordinator will be appointed by the Board of Directors. His or her job will be to act on all routine personnel matters, always in consultation with the Music Director and Section Leader. He/she will not be empowered to accept a new player without consulting the section leader or principal and obtaining the Music Director's approval, nor will he/she have the power of dismissal.

Duties of the Personnel Coordinator

1. Record attendance at each rehearsal and keep a record of attendance.
2. Receive notifications from Band members concerning anticipated absences. Coordinate with Section Leader and Music Director to find substitutes, if required.
3. Contact Band members with irregular attendance, as defined above, to ascertain Band member's situation and intentions.
4. Process inquiries concerning Band membership. Band members who wish to recommend individuals for membership should provide information about those individuals to the Personnel Coordinator. Individuals attending a rehearsal with the intention of joining the band will be directed to the Personnel Coordinator.
5. Maintain database of personnel information, i.e. maintain waiting lists for each section.
6. Introduce new players to the Music Director and appropriate section leader.

Note 1: Potential Band members will be asked to fill out a personnel form. If there is no waiting list for a particular section and the player appears to be qualified, the Music Director may ask him or her to join the band. If the musician appears qualified and there is a waiting list for the particular section, his/her name will be added to the waiting list for that section.

Note 2: Any member who anticipates missing a rehearsal or performance must call the Personnel Coordinator prior to the event and indicate that he or she will be absent.