



**MELBOURNE  
MUNICIPAL  
BAND**

**MEMBER  
HANDBOOK**



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## Welcome

Welcome to the Melbourne Municipal Band! We are delighted that you are interested in becoming part of our organization. The Melbourne Municipal Band is a non-profit, volunteer music organization for adults governed by an elected Board of Trustees (BOT) and made up of over 60 musicians. This Handbook is designed to help members become oriented to MMB policies and procedures.

## Mission

The objectives of the Melbourne Municipal Band (MMB) are:

- To promote band music in the community;
- To encourage the study and practice of music;
- To establish and maintain a municipal band;
- To encourage participation in municipal band activities;
- To foster and encourage social and cultural relationships related to its musical endeavors;
- To advance the musical and cultural appreciation of society in such geographical areas as may be served;
- To generally function as a charitable association.

The Melbourne Municipal Band (MMB) Association is located at 1924 Melody Lane Melbourne, FL 32901. Approved By-Laws for the MMB are on file with the Executive Administrator and the Board of Trustees.

The MMB is managed by a Board of Trustees of seven to twenty trustees who are elected at the annual General Membership Meeting in May.

## Leadership

**The Board of Trustees:** The BOT is composed primarily of members of the band, and it is charged with overseeing the entire MMB organization. Membership in the BOT and its committees are posted on the bulletin board in the Julia D. Good Rehearsal Hall.

**Staff Positions:** Staff positions include the Conductor, the Swingtime Director, Executive Administrator, Librarian and Custodian.

**Auxiliary:** The Auxiliary is composed of volunteers who assist the band with fundraising, the collection of donations at concerts, library work, and various other tasks. Spouses of band members and others interested in supporting the band are encouraged to participate.

## Membership

### **Diversity Statement:**

We, the Melbourne Municipal Band

- exist to serve our community through the music we perform and present.
- understand that to be a vital organization, we must be inclusive and diverse.
- seek to serve the entire population of Melbourne, Florida and beyond, in all of its many varieties, including those of race, ethnicity, culture, gender identity and expression, sexual orientation, age, socio-economic status, physical and mental ability, education, political affiliation and religion.
- strive to increase and maintain diversity within the MMB organization (board, musicians and staff), the MMB audience and the artists, collaborators and partners we engage.
- passionately believe that everyone deserves equal access to a full, vibrant creative life, which is essential to a healthy and democratic society.

### **General Policies:**

- Members will be those individuals who actively participate in the musical activities of Melbourne Municipal Band.
- Membership may be attained after participating at rehearsals of the MMB and with the recommendation of the Section Leader and the Conductor.
- Membership is limited to adults (18 and older) unless there is a special need within a section, at which time an exception can be made to this policy with the permission of the conductor.
- A resolution for termination of any membership will require approval by a majority vote of the Board of Trustees. If approved, said member will be terminated from membership and his/her name removed from the Membership List. Membership resignation does not require Board of Trustee approval.

## Section Leaders

Section leaders are chosen by the Conductor and are expected to:

- Be competent and capable musicians who also possesses good leadership and management skills.
- Identify an assistant section leader to take over in the case of a section leader's absence at a rehearsal, or a delay in getting there. This assistant will help part assignments, seating, etc.
- Maintain good communication with all section members by email and/or phone. Make sure section members are aware of the schedule of rehearsals and performances and be sure that all parts are covered. The schedule of concerts will be published on [www.mmband.org](http://www.mmband.org) or can be obtained from the Conductor or Executive Administrator at

[admin@melbournemunicipalband.org](mailto:admin@melbournemunicipalband.org) or 321 724 0555. If the section will be short on performers for an event, be sure to discuss it immediately with the conductor. Follow up if someone who commits to an event misses it.

- Attend at least 80% of all rehearsals, concerts and special performances (i.e. parades, the Vietnam Veteran's Wall, etc.).
- Provide adequate matching of individual member skills to the part they are playing. If it is feasible, rotate parts on each concert in order to allow different people to play each part.
- Encourage your section to check their music out and practice it. Recommend the use of tuners and metronomes during practice. Be sure that members are aware that their folder needs to make it back to the next rehearsal even if they cannot attend. The music will be needed by whomever is covering your part.
- Arrange extra rehearsals, if needed, to address parts which are particularly difficult for the section. These rehearsals can be with or without the conductor.
- Diplomatically assist individual players with performance issues to help them perform their parts to the best of their ability. Such help should be offered in the spirit of friendliness and support.
- Encourage attentive behavior during rehearsals and appropriate stage etiquette during performances. Side conversations, not related to the music being rehearsed, are discouraged.
- Plan for equipment needs including chairs, stands, etc.
- Discuss any problems within the section that cannot be resolved with the Conductor or with the Board of Trustees President.
- Welcome prospective members, introduce them to their fellow section members, and point them to the **Band Member's Handbook** (available at [www.mmband.org](http://www.mmband.org))
- Ask new members to sign up for **Band Member Only Emails** (also at [www.mmband.org](http://www.mmband.org)).
- At the first rehearsal attended by a prospective member, have them go to [www.mmband.org/docs](http://www.mmband.org/docs) and press the yellow **Band Members Only button** to share their contact information with the band.
- Evaluate new members in a timely manner to ensure that their placement in the section matches their musical capabilities.

## Member Responsibilities

Various requests for members' time, talents, and energy will be made regarding participation in normal MMB activities. Successful operation of the MMB requires a generous contribution of service by all members. Members are expected to:

- Attend rehearsals
- Perform at concerts and special events such as parades

- Be punctual
- Be consistent in private practice and adequately prepare for rehearsals
- Check-out and return music in good condition
- Be courteous to fellow MMB members
- Keep the section leader and conductor informed of planned absences and other pertinent information
- Maintain a professional attitude during rehearsals and performances
- Sign up for internal MMB email correspondence on the band website at [www.mmband.org](http://www.mmband.org)
- Promote the best interests of the MMB

Rehearsals are for the purpose of preparing music for performance and therefore rehearsal time spent on outside interests will be minimized. Persons who wish to communicate with the Band at a rehearsal must, before rehearsal, ask the Conductor for permission.

## MMB Ensembles

**Concert Band:** This 60+ piece band plays concerts throughout the year at the Melbourne Auditorium and at other locations. Our typical concert schedule has the band performing in February, April, June, August, September, November and December. Additional concerts and parades occur throughout the year.

- The MMB rehearses every Tuesday evening from 7:15 to 9:30 PM in the Julia D. Good Rehearsal Hall at 1924 Melody Lane, directly behind the Melbourne Civic Auditorium.
- Members are expected to be in their seats, warmed up, and ready to tune and play promptly at 7:15 PM. There is a 10 minute break at 8:30.
- Additional rehearsals or suspension of regularly scheduled rehearsals will be at the discretion of the Conductor and the Board of Trustees. Section leaders will communicate rehearsal schedules and concert schedules to section Members by email as needed.
- Concert dates will be established as far in advance as possible and will be published on the MMB website and social media feeds.
- A dress rehearsal will typically be held on the Tuesday before a concert from 7:30 to 9:30 at the Band Room.
- Members are requested to attend at least two of three rehearsals immediately preceding attendance at the dress rehearsal. Members must obtain the permission of the Section Leader for any exception to this rule. Members are expected to arrive ½ hour before concert performances or to notify their Section Leader if they will be late.

**Swingtime (ST) Band:** This 20 piece band is a branch of the Melbourne Municipal Band, also voluntary, which plays for dances and concerts and performs throughout the area. Membership in the Swingtime Band is by invitation of the Section Leader and Swingtime Director. Rehearsals

are held in the rehearsal hall on Mondays from 7:30 to 9:30 p.m.

**Small Ensembles:** The MMB encourages the establishment of small ensembles, and our members are encouraged to start additional groups. These ensembles give the members an opportunity to play in diverse groups. Small ensembles are made up primarily of members of the MMB organization. They are all voluntary music organizations of the MMB which perform locally to entertain the community and to promote wind chamber music. Membership, rehearsal, and performances of these groups are coordinated individually. Membership in any small ensemble is by invitation by the leader of that small ensemble.

## Uniforms

### Concert Band

- Formal
  - Women: Long black conservative dresses with long or  $\frac{3}{4}$  sleeves with black stockings and closed toe black shoes or black pants with black, dressy, long sleeve blouse, black shoes and hose or Tuxedo outfit as described for men.
  - Men: Black tuxedo, an appropriate dress white shirt, black bow tie, black dress shoes, and black socks.
- Informal/Summer
  - MMB polo shirt with khaki pants (or shorts in hot conditions), black shoes and black socks or stockings. Band polo shirts may be purchased from the Executive Administrator or representative.

### Swingtime

- Formal: The same as for Concert Band except for royal blue bow ties and matching cummerbunds.
- Informal - Burgandy Swingtime polo shirts (may be purchased from the Executive Administrator or representative), khaki pants, black shoes and socks.

### General Guidelines

- Dress should be modest and conservative. Please avoid flashy jewelry, or anything else in your appearance that would be distracting to the audience (unless it is a Holiday Concert, in which case, knock yourself out).
- Perfume and strong shaving lotions should be avoided.
- Please dress for performances according to standards. Do not substitute sweaters for jackets, plain black slacks for tuxedo trousers.
- When performers are on a stage, feet are apt to be at or near the audience's eye level, so footwear will stand out. Hence, this is a time for dress shoes, not "comfort" shoes, flip-

flops, deck shoes, or casual sandals.

## Equipment

### Music folders

- Members are expected to take music home for practice. Music folders should be checked out by signing a sign-out book which is located at the music folder cabinet. Any music taken home must be returned before the next rehearsal or concert (unless alternative arrangements have been made with the Section Leader), even if you can't attend.
- All music must be turned in to the librarian immediately after a concert.
- Members should properly care for music and may mark their music for practice and performance to indicate rhythm, accidental, musical edits, etc. Markings must be made in pencil so that the markings can be removed if necessary for subsequent use.

**Music Stands:** Members will provide their own music stands to use in concert locations where there are no music stands available.

## Contacts

See <https://www.mmband.org/contact-us> for ways to contact the band and our Executive Administrator. The band's office number is 321 724 0555. The general email address is [admin@melbournemunicipalband.org](mailto:admin@melbournemunicipalband.org).

## Conclusion

If you have any questions or concerns, you should always feel free to discuss them with your section leader, Conductor, Executive Administrator, or BOT member. We are all looking forward to getting to know you and making music with you for many years to come. Welcome to the band!