

Board Functions

Hello Band Member,

This is to share with you the functional areas that the KCB board and staff work on throughout the year. This list is high level. The board and staff coordinate, execute, and oversee all the many details and tasks associated with each functional area.

The KCB fiscal year is May 1 – April 30.

<ul style="list-style-type: none"> ❖ Governance <ul style="list-style-type: none"> • Officers • By-laws • Policies • Monthly meetings • Meeting minutes • Elections • Strategic plan 	<ul style="list-style-type: none"> ❖ Financial <ul style="list-style-type: none"> • Budget • Income & expenses • Accounting • 990 and audit
<ul style="list-style-type: none"> ❖ Personnel <ul style="list-style-type: none"> • Conductors • Set up • Business Manager • Librarian • Announcer 	<ul style="list-style-type: none"> ❖ Membership <ul style="list-style-type: none"> • Registration • Roster • Attendance • Communications • Policies • Dues
<ul style="list-style-type: none"> ❖ Concerts <ul style="list-style-type: none"> • Scheduling • Music • Printed program • Guest artists • Venues • Tickets (December) • Rehearsals • Equipment transport • Equipment maintenance 	<ul style="list-style-type: none"> ❖ Youth Solo Auditions <ul style="list-style-type: none"> • Scheduling • Mailers • Venue • Judges • Notification • Arrange to rehearse • Scholarship
<ul style="list-style-type: none"> ❖ Marketing <ul style="list-style-type: none"> • Website • Social media • Posters • Post card mailers • Radio interviews 	<ul style="list-style-type: none"> ❖ Fundraising <ul style="list-style-type: none"> • Grants • Letters to donors