

BVCB, Inc. Band Directorship Hiring Policy

Effective: September 20, 2014



Introduction:

Per the BVCB, Inc. Bylaws, the following process shall be followed when hiring a Senior Director or Assistant Director of the Bay Village Community Band.

Note: In the event a Senior Director resigns their position, the Executive Board of BVCB, Inc. (further referenced as the Executive Board) shall have the option to immediately appoint the currently acting Assistant Director to Senior Director without completing the process outlined below.

Procedure:

1. Interim Directorship

- To fulfill a vacancy in a Senior Director or Assistant Director position, an *Interim Director* shall be appointed for the Bay Village Community Band.
 - The Executive Board shall have full authority to appoint an interim Senior Director.
 - The Senior Director shall have full authority to appoint an interim Assistant Director.

Note: In the event of a double vacancy, the Executive Board shall have full authority appoint both interim directors. The Executive Board has the option to defer the appointment of an Interim Assistant Director by following the processes outlined in this policy.

2. Review Period

- Upon appointment, *Interim Directors* shall be under a review period. The review period shall consist of participation in a single performance cycle* defined as:
 - 3-4 rehearsals (depending on rehearsal/concert schedule)
 - 1 concert performance

* The Executive Board may increase performance cycle length due to Band schedule conditions.

3. Confirmation

- After the review period has concluded, the Executive Board will meet, and by majority vote, confirm or reject the candidate for employment with the Band*.
 - If approved, the candidate will officially assume the applicable role effective immediately.
 - If rejected, the candidate will no longer be considered for the directorship role.

*The Executive Board reserves the right to host a meeting with the *Interim Director* prior to decision.

4. Compensation

- The *Interim Director* shall receive full compensation for their services during the review period applicable to the position level and the current year's rate as approved by the Board of Directors, if and only if, all requirements of the review period (section 2) are fulfilled. If an *Interim Director* "resigns" or are not able to fulfill all requirements*, the *Interim Director* will forfeit all compensation.

*If scheduling conflicts prohibit the *interim director* from participating in all the requirements of a single performance cycle, they will forfeit their compensation. However, with Executive Board approval, candidates may be reappointed as *Interim Director*, and may restart review period from beginning.