

# WESTWINDS MUSIC SOCIETY

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## Executive Elections 2020 - 2021

During the week of April 20, 2020 Westwinds will conduct our annual election of executive positions.

Positions on the Executive Board for the 2020-2021 season are President, Vice-President, Secretary, and Treasurer. The Executive will appoint Members-at-Large as required. These positions are for a one-year term starting June 1, 2020.

Some important dates for you to remember for this year's election process are given below:

Election information is posted on website & announcements	<b>March 16</b>
Deadline for acceptance of nominations and résumés	<b>March 30</b>
Nominations posted on website	<b>April 6</b>
Elections of officers	<b>April 20 - 24</b>
Return of ballots	<b>April 27</b>
Counting of ballots	<b>April 27 - 30</b>
Posting of Executive for 2020-2021 season	<b>May 1</b>

Westwinds Music Society is a dynamic organization. A significant part of our success and growth into the largest community music organization in North America is the result of two factors: outstanding Musical Directors and supreme dedication and focus by the volunteers who have served on the Executive Board. Westwinds members are encouraged to add their special talents and skills by becoming involved in the administration as an Executive member.

If you are interested in any of the Executive positions or would like to become a Member-at-Large (*see attached document for positions*), please feel free to contact me or any of the current Executive members or the office ([info@westwindsmusic.org](mailto:info@westwindsmusic.org)) to find out more about their specific duties/activities.

Sincerely,

Bruce Robin, President  
president@westwindsmusic.org

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## WESTWINDS MUSIC SOCIETY ORGANIZATION CHART

### EXECUTIVE BOARD

President Officer (voting)	Vice President Officer (voting)	Treasurer Officer (voting)	Secretary Officer (voting)	Artistic Directors Music Director (voting)
<ul style="list-style-type: none"> <li>• Elected</li> <li>• Chief Executive Officer</li> <li>• Presides at all meetings</li> <li>• Is an ex-officio member of all committees of the Society</li> <li>• Nominates Committee chair</li> <li>• Works closely with Executive Assistant</li> <li>• Enters contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Elected</li> <li>• Assumes President's duties in his/her absence, including chairing meetings</li> <li>• Compiles and distributes weekly announcements to members</li> <li>• Oversees social media/promotions/recruitment</li> <li>• Other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Elected</li> <li>• Chief Financial Officer</li> <li>• Presents financial statements at executive meetings and AGM</li> <li>• Works closely with Executive Assistant</li> <li>• Enters contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Elected</li> <li>• Prepares Agenda for executive meetings</li> <li>• Records minutes of all meetings and distributes to Executive</li> <li>• Maintains Annual Cycle</li> <li>• Keeps records of above</li> </ul>	<ul style="list-style-type: none"> <li>• Elected by Directors</li> <li>• Presents majority view of Music Directors</li> <li>• Provides guidance to the Executive Board on matters of artistic, educational, and musical importance.</li> <li>• Attends regularly scheduled meetings of the Executive Committee and/or Executive Board</li> </ul>

### EXECUTIVE COMMITTEE

Members-at-Large – Attend Executive Committee Meetings (non-voting)
Website Coordinator – reports to Executive Board Volunteer Coordinator – reports to Executive Board Head Librarian – works with Executive Assistant Social Media – reports to VP Promotions – reports to VP Recruitment – reports to VP

### GROUP REPRESENTATIVES

Group Manager(s)	Group Librarian
<ul style="list-style-type: none"> <li>• Appointed by Directors</li> <li>• Executive representative</li> <li>• Information &amp; communication to group</li> <li>• Invited to attend executive meetings (non-voting)</li> <li>• Event promotion</li> <li>• Special functions within group (trips, concerts)</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinates with Director</li> <li>• Reports to Head Librarian as needed</li> <li>• Collects &amp; distributes music for group</li> <li>• Coordinate with Executive Assistant as needed</li> </ul>

### OFFICE ADMINISTRATION

Executive Assistant
<ul style="list-style-type: none"> <li>• Remuneration by annual contract</li> <li>• Responsible to President &amp; Treasurer</li> <li>• Registration</li> <li>• Membership Lists</li> <li>• Bookkeeping</li> <li>• Instrument Rental Coordinator</li> <li>• Office Administration</li> <li>• Attend executive meetings (non-voting)</li> <li>• Works with Artistic Director</li> </ul>

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## Westwinds Music Society

Nomination Form for Election to the Executive Board

Please email form to the office before **March 30, 2020**

**OR** express your interest via email to [info@westwindsmusic.org](mailto:info@westwindsmusic.org)

Nominee's Name: \_\_\_\_\_

Position being nominated for: \_\_\_\_\_

Nominee's Westwinds Group(s): \_\_\_\_\_

Years with Westwinds: \_\_\_\_\_

Volunteer position(s) with Westwinds (if any) \_\_\_\_\_

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Nominee's goals for Westwinds:

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Comments:

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## HISTORY OF WESTWINDS MUSIC SOCIETY

The Westwinds Music Society, initially called the Calgary Music Society, was formed in Calgary on October 8, 1988. The founding members were two visionaries, entrepreneurs Peter and Ildi Paulson and two music directors, Dennis Orr and Rod Pauls. One band was formed with 71 members and rehearsals were held once a week at Crescent Heights High School.

Since then, the name has been changed to the Westwinds Music Society. It has grown to include 14 groups comprised of concert bands, jazz bands and choirs. The membership has risen to over 400 members under the direction of 13 directors. It has been called a “unique adult music organization in North America” by several guest adjudicators from Canada and the United States.

Westwinds is unique because of its dedication to several goals. These include learning and teaching at all skill levels, top quality musical education to maintain a standard of excellence, peer encouragement in a supportive environment and best of all, the opportunity to perform in public.

This not-for-profit adult community organization is funded and operated by and for its members. Its growth and success depend on member support and participation. Our Society includes the Members, Directors, Artistic Director, an elected Executive Board, Members-At-Large, and an Executive Assistant, each with specific roles and responsibilities.

As members, we have a responsibility to volunteer for various tasks and to participate fully in the election process and then support our elected officials in their ongoing duties.

To this end, we ask that you as a member value these goals and make a commitment in some small way to the growth of our organization.

31 years of learning, performing and having fun!