

**Florida Bandmasters Association**  
**Band Director's Check List of Professional Responsibilities**

**JULY/AUGUST/SEPTEMBER**

School membership dues to the Florida School Music Association: **DEADLINE: September 15.**

Your personal membership dues to FBA/FMEA/MENC: **DEADLINE: September 1.**  
Enroll by September 1, to avoid interruption of important information.

ATTEND your district meeting.

Complete and send to District Chairperson all applications and fees for All-State Bands auditions. All-State Honor Band nominations and fees go to the respective Honors Band Chairperson. (See MPA Online to fill out forms). Check with your District Chairman about DEADLINES for AUDITIONS; \$50 fine for late applications, which increase to \$100 fine on the 8th day after the deadline.

At your district meeting, be prepared to make suggestions for clinics to the FBA President. (This committee meets in September/October, so suggestions need to be made now).

Volunteer to serve on District and/or State committees (see Handbook or check with District chairperson), or to assist with other District programs and activities. Your involvement is crucial to their success and to your individual professional growth.

READ YOUR HANDBOOK and other materials that are posted on the web site.

Assist with All-State Auditions.

**Check the FMEA website for FMEA Conference Pre-registration Date.**

**Check the FMEA website for date that hotels in Tampa will start taking reservations for the January FMEA Conference.**

Make sure all of your students are entered on the MPA Online program that was shown at your first district meeting. Marching deadline will be coming soon. Middle school directors should also enter students on this program for Concert and S&E. All of your entry forms will be generated from this program. Enter all students **NOW!** If you have questions about it, now is the time to ask, not the night before forms are due.

If necessary, secure approval from the Music Committee(s) for permission to perform music not on the FBA Music List. See FBA Web Site for appropriate form - DEADLINE: October 1. Make suggestions at your District meeting for **new** concert music for the list.

Get official school enrollment figures FOR THE FIRST 20 DAYS OF SCHOOL (See handbook and classification form for appropriate grade levels to count). Enter these on the Classification Form (available at: <http://www.flmusiced/mpaonline>). You and your principal must sign the form and send it to your District Chairperson. Letters requesting a different classification must be submitted with the Classification form. This applies to middle school directors also. **DEADLINE: October 1. \$50 fine for late applications, which increase to \$100 fine on the 8th day after the deadline.**

**OCTOBER**

Volunteer to lend assistance with the Marching MPA. Your District Chairman may have to run their own band program in addition to administration of all District activities. **Help your district out!! MIDDLE SCHOOL Directors, please remember that your District Assessments are directly affected by the Marching MPA gate receipts. BRING YOUR STUDENTS TO WATCH MARCHING MPA!!!** This gives your students a chance to see where they will be going in the future, and it ensures that every band has an audience.

**NOVEMBER**

Attend your District meeting (in October or November). Be aware of the issues to be considered. If there are none, introduce some! This is a good time to become familiar with local issues or "reforms" that may affect your program and to develop strategies for dealing with those issues. This is the time to nominate District Officers per the By-Laws.

Pre-register (on-line registration, if possible) and confirm hotel reservations for the January ALL-STATE Band performances, FMEA Clinic and Conference. See "MUSICDIRECTOR" magazine for forms. Remember, **you must be a member of FBA/FMEA/MENC to attend the Conference or to have your students participate in the All-State groups.** Dates are: January 9-12, 2019.

Check the FMEA website for the cutoff date for cancellation of FMEA/All State rooms

Attend the FBA Hall of Fame Concerts in November at Stetson University. The concerts are at 7:30 pm on Saturday and 4:00 pm on Sunday afternoon. If you have never attended one of these concerts, you must plan on attending. They are well worth your time and effort.

**DECEMBER**

Read your District meeting minutes. And State Bulletins. Note deadlines, important dates, things to do.

Read your FBA Bulletin and Minutes and become aware of the issues and other pertinent information discussed at the December Executive Board meeting. Be prepared to vote in the January General meeting.

Look for the report of the Concert Music Committee for new literature to be added to the Music List.

Enjoy your time off. Spend quality time with your family and enjoy the Holiday's.

Check deadlines for MPA entries. Be sure you are familiar with the MPA Online Program. **FINAL DEADLINE FOR ENTERING THE MPA - 14 CALENDAR DAYS AFTER YOUR ORIGINAL ENTRY DEADLINE.**

**JANUARY**

Attend the ALL-STATE Band performances and the FMEA Clinic and Conference. This is **THE** gathering of the music education profession for the year. It encompasses all the aspects of music education: FBA, FVA, FOA, Elementary Ed, and Administration, as well as opportunities for mentoring

and advocacy. The clinics, rehearsals, performances, meetings and fellowship are great (and essential) for your enjoyment and your professional enrichment and continued growth. Your participation is an indicator of your interest in your profession. BE THERE!!

Fill out your MPA Online Entry on your computer. Send check for assessments with your Entry Forms, or pay on-line by credit card! The MPA Assessments will be figured for you on the new program. **Check your District Deadlines.**

**Please note:** If you have students interested in participating at the State S&E MPA, have prepare for a higher standard at District Solo and Ensemble MPA.

Plan for the participation of your students in FBA sponsored MPAs and other activities for the remainder of the year. These events can be superb in assisting you to develop your school program if you participate in a positive and appropriate manner.

## **FEBRUARY/MARCH**

Plan to attend the MPA's and stay **all day** so that you and your students may observe and hear performances of other bands. Too often this unique educational tool is neglected in our concept of the purpose of MPA's!

**Suggestion:** Give your student several copies of a sample Adjudicators Comment Sheet and have them rate the performances and submit their sheets to you for evaluation. This is an excellent way to focus their concentration and help them learn to be discriminating in what they hear musically. You will probably be surprised at the accuracy of their comments and ratings! If you are NOT an adjudicator, this would also be a great way to sharpen **your own** listening skills.

High School directors must fill out the MPA Online for State S&E and send in the form with assessment check 7 days after your district S&E. This always seems to sneak up on you. Be aware and get it done. State S&E information will be on our website in January.

Attend MPA's and other District activities. HIGH SCHOOL DIRECTORS: Attend MPA and concert performances of your feeder schools and vice versa. Show your students you care! Volunteer to assist with the MPA's.

HIGH SCHOOL DIRECTORS - State MPA Information will be on the FBA web site from the FBA Executive Director around the first of February. Accurately complete the MPA Online and sign them (and your principal, too), and mail them (with payment enclosed) to the FBA Executive Director.

**DEADLINE for State S&E: Postmarked within 13 calendar** days after the last day of your District High School S&E MPA. Final acceptance.

**DEADLINE for State Band: Postmarked withing 9 calendar** days after the last day of your District High School Concert MPA.

**FINAL DEADLINE FOR ENTERING THE CONCERT MPA - 7 CALENDAR DAYS AFTER YOUR ORIGINAL ENTRY DEADLINE.**

## **APRIL**

Attend and/or participate in the STATE MPA in your area. Again, make plans to stay all day and use the suggestion about students evaluating the bands. This involves another level of musical performance, and helps you and your students receive the maximum benefits of the State MPA. Hear as many other concert performances in your area as possible. You (and your students) can learn much from these.

Participate in your District meeting; help decide on issues, comments or suggestions to go to the Executive Board at its meeting in May.

### **STATE DATES:**

#### **STATE S&E, JAZZ, AUXILIARIES:**

State S&E Northwest: TBA

State S&E North: March 16-18, 2026: Seminole High School (Sanford)

State S&E Central: March 19-21, 2026: Horizon High School (Orlando)

State S&E South: TBA

#### **STATE CONCERT BAND MPA:**

State Band North: April 21-23, 2026: University of North Florida, Jacksonville

State Band Northwest: April 29-30, 2026: Florida State University, Tallahassee

State Band Central: April 30-May 2, 2026: TBA

State Band South: April 30-May 2, 2026: Broward College, Davie

## **MAY**

Make vacation plans around the FBA Summer Conference July 8-10, 2026, at the Double Tree by Hilton at Orlando SeaWorld. This can be the most significant, valuable and enjoyable professional learning event of the year. The FBA Summer General Business meeting (which is absolutely essential for effectively conducting the business of the Association) needs you in attendance so that important decisions are made with adequate representation of the membership.

Distribute All-State audition requirements to your interested students (see FBA website). These requirements make a nice supplementary summer assignment, so you might consider distributing them to all your students.

## **JUNE/JULY/AUGUST**

Read the Bulletin and Minutes of the May Executive Board meeting online. Many times, the actions taken at this meeting represent the concerns of the membership to a greater degree than any other meeting during the year, so you need to be aware of how they affect you, your program, and your profession.

Plan and schedule activities for next year. Use this checklist as a guide for FBA events that can meet the needs of and enhance your program and your professional life.

**Check the FBA Web Site several times a week: [www.flmusiced.org/fba](http://www.flmusiced.org/fba)**

**ATTEND THE SUMMER CONFERENCE & FBA BUSINESS MEETING**

**\*\*\* Support your Profession\*\*\***

**MEMBERSHIP**

**PARTICIPATION**

**SERVICE**

**(Revised 07/05/2025)**