



MEMBER HANDBOOK

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1. About MetWinds

The Metropolitan Wind Symphony was founded by Jerry Gardner in 1971, and was awarded the prestigious 2015 Sudler Silver Scroll Award for Community Concert Bands by the John Philip Sousa Foundation. Currently celebrating its 47th anniversary, MetWinds comprises over 60 talented woodwind, brass, and percussion instrumentalists who audition for membership and seating. It makes a significant contribution to the cultural life of the Greater Boston community by providing its audiences with high quality concerts and its members with opportunities for musical growth.

MetWinds presents formal performances of traditional and contemporary wind band literature, as well as more informal pops concerts throughout the metropolitan Boston area. Members rehearse Wednesdays from September through June, traveling from more than 30 communities in Massachusetts and neighboring states. All volunteers, they also pursue careers as varied as education, engineering, computer science, medicine, law, music, and public health.

The MetWinds Commissioning Fund, begun through an anonymous endowment, allows MetWinds to actively contribute to the wind band literature by annually commissioning new works. Our commissioning program has included four categories of composers. These include internationally-known composers James Curnow, Johan de Meij, Elliot Del Borgo, Peter Schickele, Guy Woolfenden, Chen Yi, Lewis J. Buckley, and Frank Ticheli. Massachusetts composers include Allen Feinstein, Peter Hazzard, Marjorie Merryman, and Greg Tucker. Emerging composers include David Dzubay, John Heins, and Greg Sanders. The first student composers commissioned by MetWinds were Hayato Hirose, Noah Taylor, and Jesse Brault, whose pieces premiered in 2005 and 2007, followed by Matthew LaRocca and Joseph Kaz in 2013. In 2010 and 2011, MetWinds premiered fanfares by John Heins, Kevin Wilt, Joseph Eidson, and Alexandra Conza, winners of our 40th Season Fanfare Competition. Many of these works have been published and have been performed in the United States and abroad by other wind ensembles.

The Boston Festival of Bands, founded by MetWinds in 1989, includes bands from New England, the Atlantic states, and Canada. The Festival is celebrated annually at historic Faneuil Hall in Boston on the second Saturday in June. The Continuum series, also founded by MetWinds, involves middle and high school bands, and New England university bands in educational interaction and outreach. The latest Continuum was hosted by MIT at Kresge Auditorium in Cambridge in March, 2016. Besides Metropolitan Wind Symphony, the concert featured the MIT Wind Ensemble and Foxboro High School Wind Ensemble.

In April 2005, MetWinds, at the invitation of the New England College Band Association, performed at their Gordon College conference. MetWinds is a member of the Association of Concert Bands (ACB), the national organization for concert bands, and has been selected twice to perform at the ACB National Convention: April 1994 in Burlington, VT and April 2012 in Poughkeepsie, NY. MetWinds has been heard on WGBH, WBUR and WCRB.

1.1. MetWinds Goals and Objectives

- Provide opportunities for talented musicians to rehearse, perform, grow musically, and enjoy the special experience of playing with a symphonic band of excellent quality.

- Be regarded as a quality musical organization in the greater Boston and Lexington communities, through performance, repertoire, and collaboration, especially focused on the Lexington community, our performance home.
- Present a diverse repertoire of quality music at the appropriate level of difficulty in response to the challenging leadership of our Music Director.
- Be a financially viable organization by exploring and developing funding sources that underwrite the group's musical goals, providing it with the resources needed to expand its scope and range.
- Attract audiences of steadily increasing size and diversity by reputation and affiliation with other cultural organizations through performance and by the creation and hosting of events that foster the finest collaborative performances at all levels.
- Provide a channel for the commissioning and performance of new works for symphonic band.

2. Contact Information

2.1. General Contacts

MetWinds

62 Mosssdale Road
 Jamaica Plain, MA 02130-3040
 MetWinds Concertline(978) 419-1697

Public Website	http://www.metwinds.org
Members Website	http://members.mws-boston.org
General Information (for non-MWS members)	mws@mws-boston.org
Board of Directors	board2@mws-boston.org
Staff (Board and artistic staff)	staff@mws-boston.org
Members Newsletter Contributions	noteworthy@mws-boston.org

2.2. Group Operations

Betsy Rowland <i>Personnel Manager</i>	mwspersonnel@gmail.com (413) 575-5772
Mark Thornton <i>Auditions Coordinator</i>	auditions@mws-boston.org , mobile (401) 556-1322
Doreen Velmer <i>Music Librarian</i>	fossmt@aol.com (508) 226-6897

2.3. Artistic Staff

Lewis J. Buckley	ljb@mail.com
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Music Director

H: 301-704-1192

James O'Dell
Associate Conductor

jasodell@gmail.com
jodell@berklee.edu
W: 617-912-9155
H: 781-662-1433

3. Board of Directors

The Board of Directors and the Music Director together manage the operations of MetWinds. MetWinds membership elects the Board in June. Board members serve two-year terms which begin in July. These two-year terms are staggered, with half the Board elected each year. The Music Director and Personnel Manager hold non-elected board positions. One need not be a playing member of MetWinds to serve on the Board.

3.1. Responsibilities of the Board of Directors

- Establishing the policies and goals of the group
- Scheduling and planning for concerts
- Fundraising
- Applying for financial grants
- Managing publicity and public relations
- Planning for the future of our group

3.2. Current Board of Directors

The most up-to-date list of MetWinds Board of Directors is on our group website. Please see <http://www.metwinds.org> for a list of board members.

4. Membership

First year members are offered provisional membership in MetWinds. This allows the music director to evaluate how the new members will play within the larger ensemble. Members will be considered for permanent membership at the beginning of the season following their provisional year. In most cases, permanent membership will be granted.

Only members who have successfully completed their provisional membership year may be considered for a principal chair.

4.1. Regular Members

MetWinds members are expected to:

- Audition annually for chair placement. If someone chooses not to audition in any given year, we will assume that the member has resigned their position.
- Pay membership dues

- Attend rehearsals and concerts according to the attendance policies detailed in this handbook (see attendance)
- Contribute to achieving the goals of MetWinds by musical proficiency and discipline. MetWinds membership is permanent until a member resigns or is unable to adhere to the policies outlined in this handbook.

4.2. Call Players

Non-members who are part of the MetWinds call list are expected to:

- Audition once to be placed on the call list, and re-audition every three years once becoming a call player
- Adhere to the attendance policy for call players detailed in this handbook

4.3. Openings

MetWinds requires candidates to audition for openings and chair placement. Open positions are announced on MetWinds public web site (<http://www.metwinds.org>), in The Boston Globe Calendar, other local media, mailings to target groups, and by word of mouth. If you know of musicians who want to audition, please have them contact MetWinds Auditions Coordinator, Mark Thornton , or pass on any contact information to the Personnel Manager.

4.4. Dues

MetWinds requires membership dues from all of its regular members. The dues are \$60 per year and must be paid in full by the last rehearsal in September. Please make your check payable to the Metropolitan Wind Symphony, and give it to MetWinds Treasurer Rachel Pinsky (B-flat clarinet, h (978) 866-0785, rpinsky@gmail.com, at a rehearsal or mail it to MetWinds, (62 Mossdale Road, Jamaica Plain MA 02130-3040).

4.5. Membership Roster and Call List

Lists of members and call players names, addresses, telephone numbers, and e-mail addresses are available on MetWinds members web site (<http://members.mws-boston.org>) Since our personnel list changes frequently, we no longer distribute it to all members in printed form.

This information is for MetWinds purposes only — it is not to be redistributed beyond MetWinds or used for any other purpose. You should use the call list to locate someone who can cover your part when you miss a rehearsal. (See the attendance policy for details.)

If your address, phone number, or e-mail address change, be sure to update your contact information from MetWinds members' website as soon as possible.

4.6. Music

Most of the music for each concert is distributed electronically and is only available to MetWinds members. Distribution of electronic copies of parts to parties outside of MetWinds regular members or call players is strictly prohibited.

Parts are available from the main members' website at <https://members.mws-boston.org>. Select [login] from the top of the page and a link will become available for you to access your parts.

Occasionally it is necessary to distribute an original and/or paper copy of a piece of music. Please use pencil only to mark any original music parts. When this music is returned, it must be the original copy that was distributed. You are responsible for the cost of replacing lost music.

Each MetWinds member is entitled to a music folder for the season. The folder and any originals provided are the member's responsibility.

If your part will be covered by a call player for a given rehearsal, please make sure to get the music to that player either directly or by leaving it with your section leader, another player, or the librarian at the previous rehearsal.

4.7. Leaves of Absence

In special cases, a player may be awarded a leave of absence at the discretion of the Music Director. Each request will be evaluated privately and independently to ensure that the best interest of both MetWinds and the member are understood, appreciated, and fully considered.

4.8. Resigning Membership

A member who must leave MetWinds before the end of the season must notify the Personnel Manager as soon as possible. Additionally, the member is responsible for returning a complete music folder to the Music Librarian in person at their last rehearsal or by mail immediately following departure.

5. Events

MetWinds rehearsal and performance schedule is posted on the Members Website at <http://members.metwinds.org>. Any changes to the rehearsal and performance schedule will be announced as soon as possible.

5.1. Rehearsals

MetWinds regularly rehearses on Wednesday evenings from 7:30 PM to 9:45 PM at St. John of Damascus Church unless otherwise specified in the rehearsal and performance schedule. Rehearsals begin in September and continue through the end of June.

Dress rehearsals for indoor concerts are usually held at the Scottish Rite Museum, Lexington on the Wednesday evening before the concert. Sometimes an additional dress rehearsal is scheduled, usually on the Friday evening before the performance.

Please arrive at rehearsals early enough to set up, warm up, and be ready to play at the scheduled rehearsal start time (7:30 PM for regular rehearsals).

Each rehearsal includes a ten minute break for announcements and refreshments. Member

volunteers provide refreshments and help set up and clean up the refreshment area. Members voluntary donations pay for refreshments and supplies.

5.2. Concerts

MetWinds performs several indoor concerts during its ten month season. Additional outdoor concerts are scheduled in the area during the summer. Members are given as much notice as possible for all concerts.

5.2.1. Concert Dress Code

Members are required to dress as follows for MetWinds performances. These specifications can be changed for a given concert by announcement.

Formal dress for indoor concerts:

Men:

- solid black suit or tuxedo
- white tuxedo/button-down shirt
- black bow tie for regular indoor concerts
- red bow tie for Holiday Pops concert (if applicable--red bow ties can be borrowed from MetWinds at that concert)
- black shoes with black socks

Women:

- solid black long skirt or dress pants (please do not wear anything that is not floor-length)
- solid black tailored blouse, and black jacket (optional over blouse)
- black dress shoes, and black hose (no sandals)

Dress for outdoor concerts:

Men:

- white tuxedo/button-down shirt
- black pants
- black shoes with black socks
- black jacket and black bow tie may be added by announcement in advance of some outdoor concerts

Women:

- solid black long skirt or dress pants (please do not wear anything that is not floor-length)
- solid white blouse
- black jacket (optional over blouse)
- black dress shoes or black dress sandals

6. Attendance Policies

- Please make every effort to arrive on time for rehearsals. Although an occasional lateness for a rehearsal may be unavoidable, habitual lateness will cause the Music Director and Personnel Manager to review a player's membership status for that season
- Members will be allowed up to two excused absences (illness, job related, or family emergency) per concert cycle (all rehearsals prior to, and including a given concert). Members need to call or e-mail the Personnel Manager prior to the rehearsal in order to be excused.
- Any member absent for any reason from a rehearsal must make every effort to find a substitute player from the call list to fill their chair for that night (unless it is less than 72 hours notice) and also make sure that the music is either left for the call player or given directly to them.
- It is *not* the Personnel Manager's responsibility to find a substitute player for a single rehearsal. The Personnel Manager is responsible only when a member needs to be replaced for a complete concert cycle, in consultation with the Music Director. Please advise the Personnel Manager in a timely fashion that you will not be attending a certain concert cycle. An appropriate substitute will be brought in for that series only. You will reclaim your seat upon your return. If a member knows well in advance that they will be out for more than two rehearsals during any concert cycle she should consult with the Music Director to decide if it is best to sit the cycle out. Similarly, if more than two absences happen, but were not planned by the member, it is up to the Music Director and Personnel Manager to decide if that member should continue for that particular concert cycle. Once again, an appropriate substitute may be brought up from the call list to cover for that period of time.
- Any member who has more than one unexcused absence in a concert cycle may be put on temporary leave of absence and the seat will be filled with a call player until after the performance.
- Anyone who misses one of the last two rehearsals prior to a concert without prior approval of the Music Director may be asked to sit out that concert.
- Members not able to commit themselves to regular attendance are encouraged to become call players.

6.1. Attendance Policy for Call Players

The call list serves several functions. If there is no seat available for a qualified player, that player can be put on the call list. Call players are encouraged to play whenever the opportunity arises. This will help a call player become familiar with MetWinds, the players and its repertoire. Call players should indicate to the Personnel Manager whether they have regular or occasional availability for rehearsals and concerts, and whether they are interested in full membership should the opportunity arise.

- Call players will follow the rules for members when performing with the ensemble.
- If a regular member needs to miss a rehearsal or concert, a substitute will be called up from the call list. The permanent player's seat will be reclaimed for the next rehearsal or concert.
- The call list is a very valuable resource to the players and the Music Director. If your address, phone number, or e-mail address change, be sure to inform the Personnel Manager as soon as possible.
- If you are no longer interested in being a call player, please let the Personnel Manager know so that we can take you off of the call list.

- Call players need to re-audition every three years to continue to remain on the call list, and may audition every year if they are seeking permanent/full membership for the current year and there is an opening for your instrument.
- All active call players will receive free admission to MetWinds concerts for that season (except for the Holiday Pops concert, if applicable).

6.2. Attendance Policy Summary

If you know you cannot play at a concert:

- Contact the Personnel Manager as soon as possible. **The Personnel Manager** will arrange for a call player to substitute for that concert cycle only.
- Note: Members are expected to know when their regular attendance will resume as per the season schedule.

If you know more than 72 hours in advance that you cannot come to a rehearsal:

- Make all reasonable efforts to have a call player substitute for you for that rehearsal only.
- Make suitable arrangements for the call player to get a copy of your music.
- Notify the Personnel Manager of your future absence and of the arrangements made to fill the seat for the night.

If you have an emergency and find out less than 72 hours prior that you cannot come to a rehearsal:

- Contact the Personnel Manager, as soon as possible (within reason) before or after the rehearsal. *Note:* Failure to inform the Personnel Manager of an absence at any point will result in the absence being marked as unexcused
- If you know that you need to take a leave of absence, contact the Personnel Manager as soon as possible.

7. Communication

7.1. Rehearsal Announcements

There is a brief announcement period at each weekly rehearsal, usually just before the rehearsal break. Please be courteous and attentive during these announcements so they can be done as quickly as possible. Critical announcements will usually also be sent by e-mail.

7.2. Member Newsletter

MetWinds publishes its newsletter, Noteworthy, on a weekly basis via e-mail to the members. The purpose of the e-mail newsletter is to minimize the amount of e-mails sent to the members mailing list during the week. The newsletter will summarize announcements from MetWinds board, the Music Director, and other members of the group.

If you wish to make a contribution to the weekly MetWinds newsletter, send an e-mail to noteworthy@mws-boston.org

7.3. Web Sites

MetWinds public web site is located at <http://www.metwinds.org>. This site is used to publicize our concerts, to provide general information about the group and our programs, and any other public relations information.

A second site, at <http://members.mws-boston.org>, holds information primarily intended for MetWinds members. You can also reach this site via a link on the public web site.

Some content on the members web site, such as the roster of MetWinds members, is only available to current MetWinds members. When you access this protected content, you will be prompted for a username and password. If you have never logged in to the members site before or have forgotten your username or password, follow the instructions on the login page to set up your username and password.

8. Additional Involvement

8.1. Volunteering for Additional Service to MetWinds

MetWinds is run entirely by volunteers, and can always use additional help from both members and non-members. Here are some example areas in which you might help the group's operations:

- Fundraising
- Audience development
- Concert planning and implementation
- Setup of the rehearsal and performance halls
- Distribution of posters, fliers and other publicity
- Transportation of percussion equipment
- Data processing

These aren't the only areas in which you can assist MetWinds— you may have a special skill or idea that is new and useful to the group. If you are interested in helping in the areas listed above or wish to become involved in another way, please talk to any board member.

8.2. Contributions

MetWinds is a non-profit organization, relying heavily on money contributed by our members and patrons. Members are strongly urged to contribute beyond their annual dues. Tax deductible contributions are welcome at any time. Make checks payable to Metropolitan Wind Symphony, and give them to MWS Treasurer Rachel Pinsky (B-flat clarinet, h (978) 866-0785 rpinsky@gmail.com) in person or mail them to Metropolitan Wind Symphony 62 Mosssdale Road, Jamaica Plain MA 02130-3040.

Some companies match members' contributions to cultural organizations like MetWinds. To find out if your employer has a matching gift program, and to obtain a matching contribution, contact your company's personnel department.

8.3. MetWinds Friends Group

The Friends Group comprises members' friends and relatives willing to assist at concerts by collecting tickets, distributing programs, setting up refreshments, and more. It is not necessary to commit to working every concert to become involved. Concert admission is free to Friends Group members who work at a given concert. Contact Leslie Hansen (lahansen@verizon.net) for further information.

9. Regular Rehearsal and Concert Locations

Main Rehearsal Site

St. John of Damascus Church
300 West Street
Dedham, MA 02026

Main Concert Site

Scottish Rite Heritage Museum
33 Marrett Road
Lexington, MA 02421
(781) 861-6559