



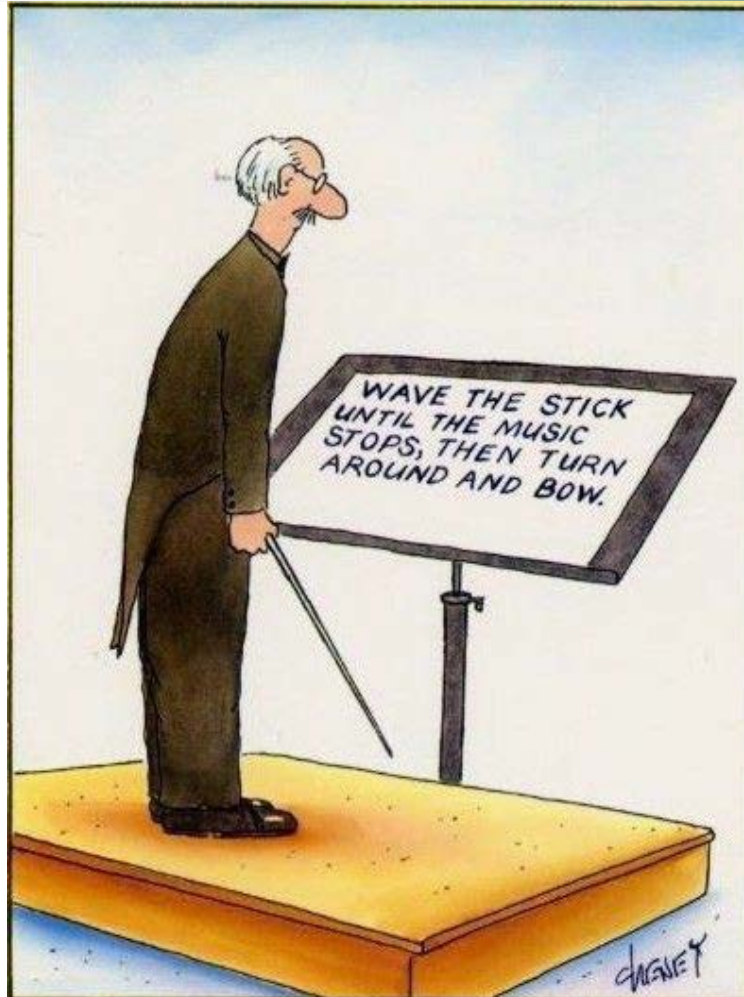
'Conducting' the Meeting



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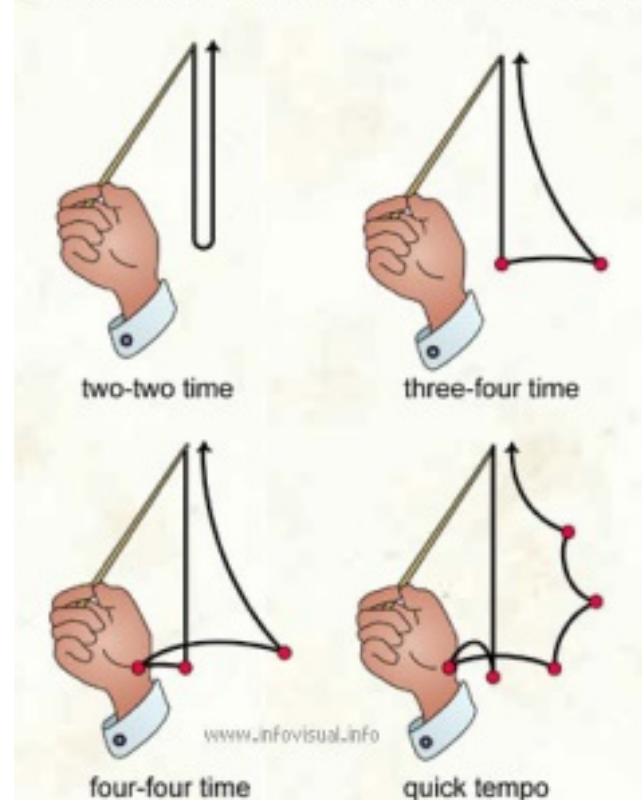
What conductors see . . .





Conducting 101

ORCHESTRA CONDUCTOR MOVEMENTS





Conductor Responsibilities

- **Choose and learn musical scores**
- **Set parts of score for rehearsal**
- **Plan and schedule rehearsals**
- **Lead a group of musicians during rehearsals and performances, providing timing and cues**
- **Provide feedback and training to performers**



Conductor Responsibilities

- **Audition musicians**
- **Attend promotional events**
- **Respond to questions from the press/PR**
- **Plan the season's program**
- **Teach workshops in varied settings**
- **Attend administrative and business meetings relating to the orchestra**



Skills a Conductor must have

- **Excellent musical ear**
- **Ability to sight-read music**
- **Broad knowledge of music history, styles and functions of various musical instruments**
- **Proficiency with at least two instruments**
- **Strong leadership skills**
- **Confidence and charisma**



Skills a Conductor must have

- **Strong stage presence**
- **Excellent communication and organizational skills**
- **Love of travel**
- **Ability to work flexibly**
- **Command of a second European language in addition to English (German, French, Italian)**



Choose the *'music'*

Agenda – *It's yours!*

- *Construction*
 - Superintendent and Chair
 - With input from all.
 - All can contribute through Chair/Superintendent.
 - **Chair approves** before posting.
 - *Make sure its posted!*



Agenda

A well constructed agenda focuses attention on **important matters** and **minimizes surprises**.

A well-constructed agenda gives a meeting **structure, purpose and efficiency**.

The agenda is the backbone of the meeting!



Sample Agenda

- Call to order
- Pledge of Allegiance
- Roll call, quorum established
- Approve Agenda
- Open Forum or Public discussion
- Good news items (student/staff recognition, etc.)
- Consent agenda
- Unfinished business items
- New business
- Information Items
- Committee and Administrative reports
- Executive session, if needed (*Cite Statute*)



Prepare the *'score'* (agenda)

- **Study**
- **Know all the 'parts'**
- **Identify areas that may need work**
- **Details – 'nuts and bolts'**
- **Research the history**
- **Plan the performance - order**
- **'Vision' of final performance**



'Conducting' the meeting

- **Start strong.**
- **Starting/stopping.**
- **“Cue” players as necessary.**
- **“Cut off” soloists at the end.**
- **Keep time/tempo.**
- **Focus on “Big Picture”.**
- **‘Balance voices’.**
- **Anticipate problems.**



'Communicate' w/ Audience

- ***Meetings of the Board in Public***
- ***Open Forum/Public to be Heard***
 - Policy?
 - Time limit?
 - Number limit?
 - Chair/President controls!
 - Patron stays on topic/follows Policy.
 - Don't discuss (*ask questions*).



Review & Follow-up

- **What worked?**
- **What didn't?**
- **Ways to improve?**
- **Things to avoid?**
- **Tie up loose ends.**
- **Thank yous.**
- **Plan the next one.**



Role of the 'conductor'

- **Benevolent Dictator**

- *“leader exercises absolute political power over the state but is seen to do so for the benefit of the population as a whole.”*
- Responsible for all aspects of the performance.
- Allows all to contribute.
- Final say in the performance.



Be fearless!



Questions? or comments!

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