

Percussive Arts Society Committee Chairs Handbook

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Mission Statement

The Percussive Arts Society (PAS) is a music service organization promoting percussion education, research, performance, and appreciation throughout the world.

Welcome Percussive Arts Society Committee Chairs!

It is an honor and a privilege for the Vice President of the Percussive Arts Society to work with each of you and your committee members. According to the PAS Bylaws, the role of the Vice President is to supervise and coordinate the activities of PAS Standing Committees.

The PAS Standing Committees and in particular, the PAS Committee Chairs, are the “lifeblood” of our Society. I hope this handbook will provide you as chairs with the necessary support to continue facilitating your excellent work with your committees. Again, the intent of this handbook is to be a “living and breathing” document; therefore, ongoing revisions, changes, and updates will be a necessity.

Sincerely,

John R. Beck
PAS Vice President

Handbook compiled by Lisa Rogers 2008.

PAS Committee Chair and Members Service

According to Article 5.3 of the Percussive Arts Society Bylaws, the terms of service for the Committee Chair and Committee Members include the following:

5.3

(a) The Committee Chair shall be appointed by the President. Committee Chairs shall serve for a term of three (3) years. The maximum length of service as Committee Chair will be three terms (nine years), consecutive or otherwise, on a single PAS committee. At the conclusion of Committee Chair's final term, s/he is eligible to remain as a member of the Committee.

(b) Committee members shall be appointed by the Committee Chair and/or the President. Committee members shall serve for a term of three (3) years with continued participation subject to review by the Committee Chair. The three-year term can be renewed via approval of the Committee Chair.

PAS Committee Rules and Procedures

According to Article 5.4 of the Percussive Arts Society Bylaws, committee rules and procedures consist of the following:

5.4

On an annual basis, and in consultation with the Vice President and approval of the Executive Director, each Committee Chair shall establish rules of organization and procedure. Committee members are encouraged to submit suggestions for Committee organization, procedures, and/or goals to their Committee Chair. Each Committee will conduct its own affairs so long as no action by any Committee, Committee Chair or Committee Member conflicts with or otherwise violates the PAS Articles of Incorporation, Bylaws, Policies, and/or local, state, or federal law.

PAS Committee Chair Timeline and Guidelines

1. January

The **Committee Chair** will send his/her **Annual Committee Report** to the **Vice President** utilizing the **PAS Annual Committee Report Form**, along with any other supplementary materials he/she wishes, via e-mail by **January 15** of each year.

2. February/March

During the months of February and March, most **Committee Chairs** and **Committee Members** will be involved in the **PASIC Selection Process** with each **Chair** providing his/her **Committee's recommendations** to the **Executive Committee** via the PAS Website by the beginning of **March** of each year.

Committee Members participating in the **PASIC Selection Process** will review applications and recommend artists and sessions for PASIC via the PAS Website as well.

3. July

During **July** of each year, **PASIC Contracts** are due to the **PAS Office** (**due date will be noted on contract**). The **Committee Chair** should include the names of **PASIC Panel Discussion Panelists** with the contract, even if tentatively assigned.

4. August

The **Committee Chair** will send names of **PASIC Panel Discussion Panelists** to the **Publications Manager and Graphic Designer** for inclusion in the upcoming **PASIC Program** via e-mail by **August 31** of each year.

5. October

The **Committee Chair** will send a copy of his/her upcoming **PASIC Meeting Agenda** to the **Vice President** via e-mail by **October 15** of each year.

6. December

The **Committee Chair** will utilize **Appendix C** to send an updated **Committee Membership Roster** to the **Vice President** via e-mail by **December 1** of each year.

The **Committee Chair** must submit **PASIC Panel Discussion Topics** as a formal **PASIC Application**. Please refer to the **PAS Website** and/or the **Appendices** of this **Handbook** for application guidelines and procedures. The deadline for **PASIC Applications** is usually **December 15** of each year.

7. The **Committee Chair** may submit grant requests at any time utilizing the **PAS Committee Grant Request Form**. Grants may be used to support PASIC artists or session recommendations by the Committee or for other Committee activities/projects, such as research, throughout the year. The **Grant Request** should contain a detailed narrative about the project including specific information on how the funds would be used and an accurate dollar amount being requested (**see form**). Furthermore, if the **Grant Request** is related to a **PASIC Applicant/Application**, the request must be sent via e-mail to the **Executive Director and Vice President** at the same time as the **PASIC Application (December of each year)** again utilizing the **PAS Committee Grant Request Form**.

Committee grant requests to provide monetary assistance for travel or related expenses for PASIC artists should be rare and only submitted if the artists have no or limited means of support due to lack of available company and/or country sponsorship and their geographic location in the world.

8. Each **PAS Standing Committee** will be given a **two-hour meeting time at PASIC**. **Committee Chairs do not need to request** these regular two-hour meeting times via a **PASIC Application**.

9. **PASIC-related** ideas, projects, and/or issues discussed in any **PAS Committee** with subsequent recommendations by the Committee for action **MUST** be forwarded by the **Committee Chair** to the **Executive Committee** via the **Vice President** for **CONSIDERATION**.

10. Any other **committee projects/activities** involving **PAS resources** such as the website, need to be presented **BY THE COMMITTEE CHAIR VIA THE VICE PRESIDENT** as proposals to the **Executive Committee** for consideration. The **Committee Chair** may at any time submit a project proposal to the **Executive Committee** via the **Vice President**.

PAS Annual Committee Report

Date:

Committee Name:

Committee Chair:

Summarized Yearly Activities (350 words or less):

Projects Update:

Projects Completed:

Projects in Progress (include target completion dates):

New Project Ideas:

PASIC Meeting Minutes:

Committee Members Present:

Committee Meeting Agenda:

Meeting Minutes:

PAS Committee Grant Request

Date:

Committee Name:

Committee Chair:

Project Name:

Project Start Date:

Project Completion Date:

Amount Requested for Project:

Request Narrative:

Please "X" the following boxes if applicable:

Grant Request is in conjunction with a PASIC Application.

To the best of your knowledge, the PASIC Application has been sent and received by the December deadline.

Budget Narrative (please be very specific and identify all costs associated with request):

Additional Sources of Funding and Amounts:

Total Project Budget:

PASIC Panel Discussion Policy

- A. **Panel Discussions** will be considered a separate category and **will not** be considered in the current **PASIC Appearance Policy**.
- B. There will still be the “one-year on, one-year off policy” for **Panelists**.
- C. There will be **no photos or bios** of **Panelists** in the **PASIC Program**. However, the **Panelists will be listed** in the **PASIC Program**.
- D. The Panels should consist of no more than **five Panelists**.
- E. The **Panel Discussion Topics** should be submitted as part of the **PASIC Application Process** by **Committee Chairs**.
- F. **Committee Chairs** are encouraged to have “new faces” on Panels. (perhaps one or two well-known panelists and a couple of fresh “new faces”)

PAS E-mail Contact Directory

Executive Director

Michael Kenyon
mkenyon@pas.org

President

Steve Houghton
shperc@earthlink.net

President Elect

Lisa Rogers
lisa.rogers@ttu.edu

Vice President

John R. Beck
jrbeck@triad.rr.com

Director of Event Production and Marketing

Jeff Hartsough
jhartsough@pas.org

Publications Manager and Graphic Designer

Hillary Henry
hhenry@pas.org

Committee Chairs

College Pedagogy Committee
Alison Shaw, Chair
twobalance@sbcglobal.net

Collegiate Committee

Lynn Francis, Chair
nragsda@uark.edu

Composition Committee

Mark Dorr, Chair
dorr@grinnell.edu

Contest and Audition Procedures Committee

Chris Hanning, Chair
channing@wcupa.edu

Drumset Committee
Mike Sekelsky, Chair
drsekelsky@gmail.com

Education Committee
Paul Buyer, Chair
pbuyer@clemson.edu

Health and Wellness Committee
John McKinney, Chair
John.McKinney@glenville.edu

International Committee
Fernando Hashimoto, Chair
fernando@fernandohashimoto.com

Keyboard Committee
Michael Burritt, Chair
mburritt@esm.rochester.edu

Marching Percussion Committee
Neal Flum, Interim Chair
nflum@bama.ua.edu

Music Technology Committee
Michael Schutz, Chair
schutz@michaelschutz.net

New Music Research Committee
Eugene Novotney, Chair
edn1@humboldt.edu

Percussion Ensemble Committee
Andrew Spencer, Chair
andrew.spencer@cmich.edu

Interactive Drumming Committee
Bob Bloom, Chair
bb@drumming-about-you.com

Scholarly Research Committee

Tom Nevill, Chair
tom.nevill@utb.edu

Symphonic Committee

John Tafoya, Chair
johntafoya@aol.com

World Percussion Committee

Kenyon Williams, Chair
willdrum@mnstate.edu

Appendix A

PASIC Selection Process Guidelines

The annual PASIC selection process is competitive and rigorous, and seeks to determine a balance of artists, musical genres and instrumentation. Each year more than 500 applications are received as proposals for presenting a session at the next year's PASIC, and in some categories it is common that the ratio of applications received to the total number of available sessions in that category exceeds 8 to 1.

The process begins with the application, available online at the PASIC website (www.pasic.org) each fall through December 15, at which time applications are no longer accepted.

Artists, the companies that support them, or any other interested party may submit an application on behalf of the artist. All PAS Committees are asked to submit proposals for sessions in their category as well.

Each application must include in which category the artist is to be considered: Drumset, Education, Electronic/Technology, Focus Day, Health and Wellness, Keyboard, Marching, Research, Symphonic, World, or Other.

In addition, it must be made clear on the application what Type of Session the artist is proposing: Clinic, Clinic/Performance, Concert, Drum Circle, Evening Concert, Lab, Late Night Performance, Lecture/Presentation, Master Class, Panel Discussion, Research Paper, Research Poster, Paper/Poster Presentation, Terrace Concert, or Workshop. Definitions for each session type are included on each year's application form.

All submitted applications must include a brief description of the proposed session, biographical materials and recent photograph, as well as optional supporting audio or video files.

As the selection of artists for the upcoming PASIC begins, the PAS Executive Director and PASIC Manager review all applications and supporting materials. Applications are checked against a master grid of when the proposed artist has previously presented a session at PASIC.

Artists may not present more frequently than 2 of every 3 years. Proposed artists who are not eligible will not have their applications forwarded for consideration.

The final determination regarding which session proposals will be accepted for the upcoming PASIC rests with the PAS Executive Committee. Prior to the Executive Committee making final determinations, all proposals for each category are forwarded to the appropriate PAS Committee for review. Each committee sends a list of recommendations to the Executive Committee.

In order to make the final determination, Executive Committee members study all proposals and PAS Committee recommendations, and work toward a broad diversity of artists, representation of numerous and varied musical styles, diversity of corporate sponsors, a mix of session types and categories, and an assortment of instrumentation.



PASIC ARTIST APPLICATIONS ONLINE

Artist/Ensemble Information

Artist or ensemble must be aware of this proposal.

[Return to PASIC Home](#)

Name

Company/Ensemble

School

Address

City, State ,

Zip

Country

Phone

Fax

Email

Web Address

Applicant Information

Applicant Name:
(if other than above)

PAS Membership ID
(if known)

Applicant Phone

Applicant E-mail

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Percussive Arts Society
32 E. Washington, Suite 1400
Indianapolis, IN 46204
v: 317.974.4488 f: 317.974.4499
email: percarts@pas.org

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PASIC ARTIST APPLICATIONS ONLINE

Session Information

Which category are you applying for? (Choose one)

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Which session type are you applying for? (Choose up to 3. Use CTRL-Click to choose multiples.)

- Clinic
- Clinic/Performance
- Drum Circle
- Evening Concert
- Lab

[\[Session Type Descriptions \]](#)

Proposed Session Title:

Session Description: (250 characters or less)

Number of Ensemble Members:

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PASIC ARTIST APPLICATIONS ONLINE

Sponsor Information

All sponsors must be notified of this proposal prior to the submission of this application.

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Primary Sponsor

Contact Name

Authorized By

Phone

Fax

Web Site

E-mail

Additional Sponsors
(Company Name Only)

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PASIC ARTIST APPLICATIONS ONLINE

Media Information Please read carefully

Your application should include materials such as a Bio, photos, audio and video when applicable.

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Bio: Paste your text Bio into the field. Only the first 150 words will be used, so please edit accordingly.

Photos: You may upload up to 2 PRINT QUALITY photos - JPG format, 300 dpi.

Audio: You may upload up to 5 minutes of audio, or a 5Mb file, whichever is smaller. Please check your files for proper size/length before you attempt to upload them. MP3 format please.

Video: We are unable to accept video uploads. Please put your video online and provide a link to the location. PAS does not recommend any specific online video storage service, but if you are confused about these services, an example would be YouTube.

Bio:

Photos:

Audio:

Video:

If you are selected, how should PAS list you in the PASIC program??

Note: When you click Next, you will be uploading your files from your computer to our server. Depending on the size of your files, this could take a while. Please do not click more than once, or close your browser, or use your back button. Wait until you get a confirmation page.

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Appendix C-Committee Mission Statements-Charges

College Pedagogy Committee

The College Pedagogy Committee promotes and enhances the exploration, improvement, elevation, and facilitation of the craft of percussion at every level of college teaching.

Collegiate Committee

The Collegiate Committee provides collegiate percussionists with opportunities to lead and network, as well as facilitates the development of more informed and well-rounded students.

Composition Contest Committee

The Composition Committee organizes and administers the annual PAS Composition Contest. Activities include determining categories, determining rules, and providing rules interpretation. The committee also secures judges for the competition, publishers for the winning compositions, and secures performances of winning compositions at PASIC.

Contest and Audition Procedures Committee

The Contest and Audition Procedures Committee organizes and administers the annual PAS Solo Competition.

Drumset Committee

The Drumset Committee organizes and plans the programming of the various drumset clinics and masterclasses for PASIC. Another committee initiative is to conduct film interviews with historically significant drummers around the country for the PAS archives to serve as a source for future generations to use as a research toll, or for general interest.

Education Committee

The Education Committee conducts research and exploration into practical and philosophical materials to assist both music educators and percussion instructors in the comprehensive education of their students. The committee understands and enjoys the fact that percussion is an attractant to the general public, and therefore provides opportunities for them to learn more through educational outreach activities. The committee recognizes percussion is an important part of public school education, and therefore provides educational experiences for the professional music education community. The committee nourishes the ongoing educational needs of professional percussionists by providing workshops, articles, resources, networking, and stimulating discussions.

Health and Wellness Committee

The Health and Wellness Committee addresses topics and issues relating to the health and wellness of percussionists. This includes the promotion, development, and organization of materials for publication, injury prevention workshops, and panels held at PASIC as well as the coordination of hearing tests for attendees of the convention.

Interactive Drumming Committee

The Interactive Drumming Committee promotes the establishment and benefits of participatory percussion-based experiences in education, recreation, healthcare, business world, disabilities, social work, and community building settings where people of all ages and backgrounds can participate.

International Committee

The International Committee coordinates efforts and promotes the growth of international membership in PAS by addressing issues pertaining to communication, fiscal matters, philosophy, and visibility. The committee also oversees the administration of the annual PASIC International Student Scholarship.

Keyboard Committee

The Keyboard Committee examines and addresses keyboard issues and topics of concern to the PAS membership. The committee promotes, organizes, and recommends the various keyboard clinics, masterclasses, and panel discussions for each PASIC.

Marching Percussion Committee

The Marching Percussion Committee hosts the PAS Marching Percussion Festival and Individuals Competition at each PASIC. Additionally, the committee strives to serve the international community of teachers, arrangers, performers, and aficionados by developing and offering a variety of educational materials. Many of the adjudicators for the various festivals are PAS Marching Percussion Committee members who volunteer their time and expertise to provide students with a quality evaluation and positive performance experience.

Music Technology Committee

The Music Technology Committee is comprised of subcommittees that address areas of outreach, "hands-on" technology labs, listening lab, and publications with respective subcommittee chairs who work with the MTC Chair to develop publications and PASIC presentations as well as conduct reviews of products and other related materials.

New Music Research Committee

The New Music/Research Committee oversees the PASIC Focus Day activities including theme development, artistic programming, panel development, and production. It is the mission of the New Music/Research Committee to propose creative, innovative, and imaginative themes that allow Focus Day hosts to explore programming that exposes new compositional trends and challenges and provokes audiences, while maintaining connections to the historically significant composers and performers who together shaped the contemporary art-form of new music for percussion.

Percussion Ensemble Committee

The Percussion Ensemble Committee examines and addresses percussion ensemble issues and topics of concern to the PAS membership. The committee organizes and presides over the International Percussion Ensemble Competition and the New Literature Session at each PASIC. Additionally, the committee continually searches for ways to enhance, improve, and promote the percussion ensemble art form.

Scholarly Research Committee

The Scholarly Research Committee promotes and advances scholarly research in all areas of percussion and coordinates the activities of the Scholarly Paper and Poster Presentations at each PASIC. The committee oversees and coordinates submissions for the PAS Online Research Journal.

Symphonic Committee

The Symphonic Committee serves the percussion and musical community by promoting, supporting, and endorsing symphonic-related activities through master classes, labs, clinics, and panel discussions at PASIC. The Symphonic Committee provides motivation, encouragement, and symphonic percussion awareness by means of scholarship, education, and performance.

World Percussion Committee

The World Percussion Committee works to promote and enhance the intellectual and artistic discourse in the field of world percussion music. The committee provides unique opportunities and forums for percussion students, educators, and artists across the globe through PAS to expand their cross-cultural awareness, musicianship, and understanding of world percussion traditions.