



Committee Chairs Handbook

Revised January 2021

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PASIC application guidelines, selection process, application forms, and other policies and procedures may be found at www.pas.org

Welcome Percussive Arts Society Committee Chairs!

It is an honor and a privilege to work with each of you and your committee members. According to the PAS Bylaws, the role of the Second Vice President is to supervise and coordinate the activities of PAS Standing Committees, and serve as the liaison between you and the Executive Committee.

The sixteen PAS Committees 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 always be necessary.

Sincerely,

Thad Anderson
Second Vice President

Handbook compiled by Lisa Rogers 2008, rev. 2009 (John R. Beck), 2012 (John Parks), 2013 (Julie Hill), 2014 (Brian Zator), 2015 (Paul Buyer), 2019 (Julie Davila)

PAS Mission, Vision, & Values

Mission

To inspire, educate, and support percussionists and drummers throughout the world.

Vision

To be the global leader in percussion and drumming by providing unparalleled and interactive resources and experiences in percussion education, performance, and research.

Values

Innovation: Cultivating, encouraging, and embracing opportunities that foster the advancement and diversification of music and people.

Education: Exemplifying high standards and sharing resources for percussion teaching, performing, pedagogy, and research.

Outreach: Inspiring current and future generations by providing the opportunity to experience music making and music appreciation.

Relationships: Promoting friendships and camaraderie amongst percussionists, drummers, and the music industry, while building bonds with our local and global communities.

Preservation: Ensuring the historical integrity of our art form and our organization.

Committee Chair Term Limit

1. Chairs may serve a maximum of two 3-year terms.
2. Chairs must notify the Second Vice President of their intent to serve a second term no later than July 1 of the final year of their first term. Subject to PAS Board approval.
3. Chairs may serve on their committee's Advisory subcommittee following their service as chair, with the approval of the new chair.
4. Chairs may apply to return to their committee (or any other committee) as an active member following their service as chair, upon which they would be subject to the same application timeline and term limits as any other committee member.
5. Chair term limits are independent from committee member term limits. Prior service as a committee member does not count toward committee chair term limits.
6. Chair Shadows will begin September 1. New chairs will begin January 1 and outgoing chairs will step down January 1.

Committee Member Term Limits

1. Committee members can serve a maximum of two 3-year terms.
2. The second term is subject to review and can be renewed via approval of the Committee Chair for a total of two terms.
3. An outgoing member at the end of his/her term will not be able to apply to the same committee for 3 years. After one year of no committee service, the person may apply for a different committee.
4. New members will begin July 1 and outgoing members will step down July 15.

Advisory Subcommittee

Due to the committee member term limits, chairs may form a sub committee of advisory members to their committee. These non-voting advisors could give advice, keep the outgoing chair as a resource (if new chair desired), and/or allow those that serve on one committee to help on a second committee.

PAS Committee Chair Shadow Process

The new Committee Chair Shadow Process is a mentoring program between the outgoing committee chair and the incoming committee chair. Chair shadows begin serving on September 1 and start their first term as Committee Chair on January 1.

Outgoing chairs end their final term on January 1, but are responsible for sending their Annual Committee Report to the Second Vice President via e-mail by January 15.

The primary goals of the Chair Shadow Process can include:

1. Mentoring and communicating with the chair shadow via email and phone.
2. Sharing and explaining all chair responsibilities via the Committee Chairs Handbook.
3. Reviewing committee goals, current projects, member activity, and status of subcommittees.
4. Introducing the chair shadow to the rest of the committee.
5. Sharing past PASIC meeting agendas, committee reports, and other committee administration with the chair shadow.
6. Collaborating with the chair shadow on all PASIC preparation and follow-up, including the committee meeting, clinics, PASIC applications, and meeting attendance.
7. Answering any questions the chair shadow may have.

Committee Rules and Procedures

On an annual basis, and in consultation with the Second 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.

Committee Chair Timeline and Guidelines

January

Deadline to submit PASIC Applications, Annual Committee Report, and Completed "PASIC Attendance" Google spreadsheet is January 15 of each year.

February / March

During the months of February and March, many Committee Chairs and Committee Members will be involved in the PASIC Selection Process to review applications and recommend artists and sessions to the Executive Committee for PASIC.

March 15 – June 30

March 15 through June 30 encompasses the timeframe for the Committee Application Process each year. The PAS Second Vice President and Committee Chair will facilitate this process and make updates to committee membership, description, and numbers within the prescribed timeline. A separate section with the breakdown of this timeline and guidelines is included on Page 6.

July 1

Committee Chairs notify applicants that have been selected as new members by July 1. Committee Chairs must notify the Second Vice President of their intent to serve a second term no later than July 1 of the final year of their first term, or if they wish to step down prior to the end of their first or second term.

November

The Committee Chair will send a copy of his/her upcoming PASIC Meeting Agenda to the Second Vice President via e-mail by November 1 of each year.

Committee Member Application Process

March 15 – March 31

- Committee Chairs will check with current committee members to see if all eligible members want to remain on the committee.
- The Chairs will then determine the number of openings and send this information to the PAS office at percarts@pas.org for posting/advertising.
- Until all PAS Members serving on multiple committees have rotated off their respective committees, Committee Chairs should also check in specifically with “grandfathered” members serving on multiple committees during this time to see if they would like to step down from one of their committees, in turn making room for new membership.

April 1 – April 30

- Open window for applications. All candidates for committee membership will electronically submit the PAS Committee Application.
- Should you need to contact the Committee Chair, email contacts are available at www.pas.org at “Get Involved” by clicking on each committee’s page.

May 1 – May 31

- Applications are reviewed through the process specific to each committee (this information is publicly posted under the "Application" heading of each committee on the PAS website).
- Finalized lists with changes should be sent to the Second Vice President by May 31.
- Chairs should not contact applicants until they have confirmation from the Second Vice-President, as there may be applicants that have been selected by more than one committee.
- Any edits to the committee description, selection process, or number of members needed may be changed during this time and should be sent to the PAS Office at percarts@pas.org and the Second Vice President.

June 1 – June 30

- Once all new members have been selected and any duplicate selections clarified, the Second Vice-President will inform the Committee Chairs to contact their new members to congratulate them on being selected.
- The Second Vice-President will provide the PAS office a list of the new committee members. The PAS office and/or the Second Vice-President will email an official letter, written to the applicants that were not selected to a committee.

July 1

- All applicants will be notified of the final selection results.
- Updated committee rosters are posted on the PAS website.

3 Ways to Select New Members

Chair Only

Once the Chair reviews these materials, s/he will create a short list and conduct phone interviews with the finalists. Depending on Committee vacancies and membership term limits, the Chair will make a final determination as to the applicant's Committee membership.

Chair and Committee

The Chair sends all applicant materials to the entire Committee for review. Committee members submit their ranking of the applicants, and once the Chair compiles this information, conducts phone interviews with the finalists. Depending on Committee vacancies and membership term limits, the Chair will make a final determination as to the applicant's Committee membership.

Chair and Sub-Committee

The Chair sends all applicant materials to a sub-committee (consisting of the Committee Chair and 4-6 Committee members) for review. The sub-committee reviews the applicant pool and the Chair conducts phone interviews with the finalists. After the interviews, the Chair will communicate with the sub-committee for a final vote. Depending on Committee vacancies and membership term limits, the Chair will make a final determination as to the applicant's Committee membership.

Additional Information for Applicants

All Committee meetings at PASIC are open and potential applicants are invited to attend and participate in any of these meetings prior to their application for committee membership.

Phone Interview Information

The applicant should be prepared to discuss the charge of the Committee and describe ways s/he would contribute to the Committee's activity. Applicants could also be asked to discuss: (a) their interests in their respective field, (b) which subcommittees they would like to join, (existing projects or new ideas), (c) past PAS service and leadership experience, and (d) their commitment to doing committee work.

International Committee Membership

All International Chapter Presidents may become de facto members of the International Committee by informing the chair of the International Committee. However, they are not required to attend PASIC per the membership requirement, but are encouraged to participate with all other committee activities.

PAS Committee Governance

Standing and Special Committees

The President shall have the power to establish and appoint standing, special or ad hoc committees, including the Committee Chair thereof, as may be deemed necessary or expedient for properly conducting the affairs of the Corporation, and may vest such committees with such powers as he or she may deem advisable. Special committees shall serve until the purpose(s) for which they were created has been accomplished. All committees shall be subject to the control, direction and supervision of the Second Vice President and shall make reports from time to time as requested.

PAS Committee Chairs and Members

1. The Committee Chair will be appointed by the President with consultation from the Second Vice President.
2. Committee members will be appointed by the Committee Chair, 2nd Vice President, and President.
3. PAS members may serve on one committee only. They may apply to as many committees as they wish. If applicants are accepted to more than one committee, the respective chairs will confer to discuss the best fit for the new member. Once the decision is made, the committee that has the remaining opening will notify the next most qualified applicant in their pool and invite them to join.
4. Four months before a new chair takes over leadership of a committee, the incoming chair will serve as a "Chair Shadow" and collaborate with the outgoing chair to help ease the transition. The shadow will begin his/her new role September 1 and become chair January 1 (see page 6).

Additional Guidelines

Enforcing PAS membership for all committee chairs and members is necessary. Committee chairs/members will have 60 days to renew their PAS membership once it has expired. There will be three layers of reminders: 1) PAS will send a reminder from the office and copy the PAS Committee Chair, 2) Committee Chairs will send a direct message to the committee member, 3) The Second Vice President (or other E.C. Member) will write to the committee member directly to see if they wish to continue serving on the committee. If not, the committee member will be removed from the roster and an additional vacancy will be posted for the next round of committee applications.

Each PAS Standing Committee will be given no more than two-hours for a meeting at PASIC. Committee Chairs do not need to request these regular two-hour meeting times via a PASIC Application.

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 Second Vice President for consideration.

Starting in 2019, PASIC panel discussion applications may be submitted by any PAS member. Committees are no longer guaranteed a panel at PASIC. The Executive Committee will oversee panel discussion applications. Names of panelists must be included on the application. Once accepted, any changes made in panelists will need to be approved by the Executive Committee. Up to seven panel discussions can be selected for PASIC. Please note that there will be no photos or bios of panelists in the PASIC Program. However, panelists will be listed in the PASIC Program. Panels should not consist of more than 5 panelists.

Any other committee projects/activities involving PAS resources such as the website, need to be presented by the Committee Chair via the Second 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 Second Vice President.

The PASIC Attendance Policy states all chairs and committee members are required to attend 2 of every 3 PASICs and attend the committee meeting. Zoom attendance is encouraged in the 3rd year if not able to attend in person.

International Committee members must attend PASIC two out of three years in person or via Zoom. Also, in the case of an absence, a representative from the country/chapter is expected to attend. PASIC attendance demonstrates commitment and engagement, and is one of the charges of being an active committee member.

Chairs are required to complete the "PASIC Attendance" Google spreadsheet by January 15 each year, writing "Y" if the committee member was present and "N" if the committee member was absent.

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:

Committee Members Present:

Committee Meeting Agenda:

Meeting Minutes:

PAS Committee Chairs E-mail Contact Directory 2021

For a complete list of PAS Staff and Board please visit <https://www.pas.org/about/staff-board>

Second Vice President

Thad Anderson
tanderson@pas.org

Executive Director

Joshua Simonds
jsimonds@pas.org

Committee Chairs

Composition

Nick Meyers
nicholaus.meyers@vcsu.edu

Diversity Alliance

Elizabeth DeLamater
elizabethdelamater1@gmail.com

Drum Set

Eric Hughes
txdrums@gmail.com

Education

Oliver Molina
omolina21@gmail.com

Health and Wellness

Brad Meyer
meyerbe@icloud.com

Interactive Drumming

Robert Damm
RDamm@colled.msstate.edu

Interactive Drumming

John Yost
drumevents@gmail.com

International

Danny Tones
daniel.tones@gmail.com

Keyboard

Adam Blackstock
tblackstock@troy.edu

Marching and Rudimental Percussion

Sean Womack
percussionw1@gmail.com

Music Technology

Brady Harrison
harrisonw@xavier.edu

New Music Research

Joseph Van Hassel
joseph.vanhassel@uncp.edu

Percussion Ensemble

Brian West
b.west@tcu.edu

Scholarly Research

Molly Cryderman-Weber
crydermanweber@gmail.com

Symphonic

Phil O'Banion
obanion@temple.edu

University Student

Emily Magee
eamagee3@gmail.com

University Pedagogy

Michael Sammons
mike.sammons@utah.edu

World Percussion Committee

Mark Stone
stone@oakland.edu