

ICSOM Delegate Duties: An Outline and Checklist

Delegates are encouraged to become familiar with the Delegate Handbook.

I. CONFERENCE DUTIES

A. Before the Conference – *know the issues and your orchestra's concerns*

1. Become acquainted with issues to be discussed at the conference.
2. Determine your orchestra's position on issues and be prepared to represent your orchestra accordingly. (Do this before your season ends!)
3. Make sure your orchestra understands that as delegate to a working conference you must exercise flexibility in collaborating with others and dealing with issues of interest to the profession as a whole.

B. At the Conference – *be prepared to vote and share information about your orchestra's concerns (bring Delegate Manual)*

1. Present ideas and information from your orchestra when appropriate.
2. Be prepared to vote on officers, issues, and policy decisions.
3. Collect information and ideas to take back to your orchestra:
 - a. from general discussion, and written materials, and
 - b. from solicitation of information from other orchestras as requested by your orchestra.
4. Meet with other delegates and with ICSOM officers, establishing personal contacts to be maintained throughout the year.

C. After the Conference – *share information with your orchestra and local*

1. Share your material and experience with your orchestra and orchestra committee, preferably in oral and written presentations, stressing matters of special concern to your orchestra.
2. Arrange for selection of committees and liaisons as requested by ICSOM.
3. Because many conference matters are of interest to your local union, report to the executive board, or at a general membership meeting, on the ICSOM conference and express need and appreciation for local union support.

II. CONTINUING RESPONSIBILITIES

A. ICSOM Advocacy and Work at Home – *encourage participation and interest in ICSOM and keep lines of communication open*

1. Personally stress to your orchestra members the importance of the orchestra's active participation as a member of the ICSOM community of orchestras.
2. Bring issues requiring action by your orchestra to your committee and encourage committee recommendation.
3. Keep your orchestra up to date and aware of ICSOM activities. Post bulletins as received and call attention to them.

4. Collect and forward ICSOM dues (by December 31), Strike Fund dues, and special assessments or contributions.
5. Distribute, collect, and mail conductor evaluation forms and arrange for receipt of evaluations per special instructions provided.
6. Contact retired members about ICSOM Emeritus.
7. Having access to e-mail and signing onto Delegate-L is mandatory as a delegate.

B Contacts with ICSOM Personnel – *contact officers with information for settlement bulletins, delegate changes and address changes for ICSOM mailings*

1. Contact ICSOM officers as appropriate for dialogue, advice, exchange of information about activities, developments, and negotiations in your orchestra.
 - a. Maintain contact with your ICSOM Governing Board member-at-large as listed under Personnel.
 - b. Notify the secretary by phone or email immediately about contract settlements. Do not wait until the next day.
 - c. Notify the secretary of delegate changes and changes of address and phone number.
 - d. Contribute material about your orchestra to *Senza Sordino*. See the *Senza Sordino* entry in this Manual under Publications.
 - e. Send two print and one electronic copy of your orchestra contract and of any arbitration awards to ICSOM general counsel.
 - f. Keep your orchestra roster up to date and consult with the administrator of the *ICSOM Directory* and *Senza Sordino* mailing lists when requested.
 - g. Maintain online contact with delegates on Delegate-L and orchestras via Orchestra-L.
2. Contact ICSOM Committees as appropriate.
 - a. Contact the ICSOM Electronic Media Committee about any media work or with questions about national media contracts.
 - b. Provide information from your orchestra to special committees as requested.

C. Union Contacts – *fill out wage charts and submit contracts and arbitration awards to SSD and keep your local updated*

1. Submit required information to the American Federation of Musicians Symphonic Services Division (SSD) for the annual chart of wages and working conditions, as instructed by SSD.
2. Submit outdated contracts, pension plans, arbitration awards, and other archival materials to SSD. Don't throw out those old files!
3. Keep your local union informed of ICSOM activities.

D. Liaison with Other Orchestras – *the reason ICSOM exists*

1. Maintain contact with other ICSOM orchestras, soliciting and providing information as needed.
2. Send letters, emails, and money from your orchestra as needed to help other orchestras. Encourage your orchestra's support of other orchestras.