

LEADERSHIP ROLES 2018/2019

Point Loma High School Instrumental Music

Elected Positions

PRESIDENT: The President will be responsible for overseeing all the administrative aspects of the Band Council. This will include working with the Director and Orchestra President in creating agendas for Tuesday Council Meetings, overseeing all Council fundraisers and events, acting as liaison between the program and Boosters, and acting as liaison between the program and the PLHS student body.

VICE PRESIDENT: The Vice President will be responsible for acting on behalf of the President in his/her absence. The Vice President will also be in charge of planning and enacting all social events with the program. The Vice President will also be in charge of planning all council fundraising events.

FRESHMEN REPRESENTATIVE: The Freshmen Rep will act as a liaison between the council and the Freshman class. This position will be elected at the beginning of the school year by the Freshman class.

Appointed Positions

DRUM MAJOR: (1-2 Field Drum Majors; 1 Parade Drum Major—could be the same person)

In addition to the performance demands of the position, the Drum Major will oversee all the section leaders and quartermasters. This includes regular check-ins with Section Leaders to ensure that all members know their music/drill, and to assist the Section Leaders with any needs that may arise throughout the course of the season. The Drum Major will also work closely with the Quarter Masters to ensure that all rehearsals/performances run smoothly, and that all equipment, including uniforms, are in working order for these functions. The Drum Major will be responsible for conducting the band at all football games (home and away), and all community and school spirit events. The Drum Major must be at all rehearsals and performances. In the concert season, the Drum Major is still responsible for regular check-ins with Section Leaders to ensure that music is learned, and that behavioral issues are being addressed.

COLOR GUARD CAPTAIN: The Guard Captain acts as a direct liaison between the students and the Guard Instructor & Director. The Captain is responsible for assisting in organizing and devising routines for the stands, leads the guard in daily warm-up exercises, and reviews routines. The Guard Captain will also be responsible for assigning and tracking guard equipment.

SECTION LEADERS: (1 per section; in rare cases, a larger section will have up to 2 co-leaders—Flute/Oboe, Clarinet, Saxes, Low Reeds, Horns, Trumpets, Trombones, Euphoniums, Tubas, Battery, Pit)

The Section Leader is responsible for the musical and behavioral success of their sections. This means planning and enacting sectionals throughout the course of the year. This may also mean that the Section Leader may have to help his/her peers on an individual basis. The Section Leader is also responsible for planning section bonding events, etc., and for welcoming new members into the section. The Section Leader is also responsible for making sure that all uniforms and equipment used by the section is kept in clean and working order.

ADMINISTRATIVE ASSISTANT:

The Administrative assistant will work closely with the director to make sure that all music/drill is copied and ready for distribution at rehearsals. The Assistant will also make sure that music library is updated and organized. The Administrative Assistant will also take care of all paperwork and treasury paperwork for the Council, including keeping minutes and attendance at all Council meetings, and submitting forms to the ASB, front office, etc., on behalf of the Council. The Administrative Assistant will also track attendance at all rehearsals and events that take place outside of the school day.

PUBLICITY/HISTORIAN CHAIR: The Publicity/Historian Chair will be responsible for publicizing all events for the program—this may include school bulletins, newspapers, and yearbooks, as well as community publicity. The Publicity/Historian Chair will also be responsible for keeping a photographic record of the events throughout the year, and will work with the Director to publicize those pictures through Social Media and the website. The Publicity/Historian Chair will be responsible for working with the Director/Music Boosters to create the end of the year slide show at the Music Awards. The Publicity/Historian chair should be an individual with the ability to create flyers and to work photography and social media platforms.

SPECIAL PROJECTS/RECRUITMENT: The Special Projects chair will be responsible for working with the Director to arrange all aspects of recruiting for the program. This may involve meeting with the Middle School and Elementary Directors to set up special performances and events.

The Special Projects chair will also work closely with the Vice President to plan, organize, and enact social and fundraising events.

QUARTERMASTER: (1 lead quartermaster, and no more than 5 additional Quartermasters)

The Quartermasters will work closely with the Director to keep and maintain an inventory of all school instruments, as well as to keep and maintain a record of instrument lockers and locker assignments. The Quartermasters will also be responsible for maintaining all rehearsal equipment, and ensuring that all equipment is in place before the rehearsals begin. The quartermasters will also work closely with the band dads in loading equipment for all performances. The Lead Quartermaster will act as a liaison between the Band Dads and the Quartermasters. The Quartermasters will also make sure that uniforms are properly maintained after all performances. The Quartermasters will also oversee regular room cleanings and room checks. It is important for Quartermasters to understand that they are expected to be the first to arrive to all rehearsals and performances, and are often the last to leave as well.

Point Loma High School Orchestra

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SECTION LEADERS: The Section Leader is responsible for the musical and behavioral success of their sections. This means planning and enacting sectionals throughout the course of the year. This may also mean that the Section Leader may have to help his/her peers on an individual basis. The Section Leader is also responsible for planning section bonding events, etc., and for welcoming new members into the section. The Section Leaders will also assist with any Orchestra Specific Fundraising and/or Social Events, and will help the Director with any administrative items, and maintaining music.

REQUIREMENTS FOR ALL LEADERS

All leaders must meet these general requirements. Failure to meet these requirements will result in your removal from the Leadership Council. Make sure that you can meet these requirements before applying for a position.

LEADERS SHOW UP! You must be at all rehearsals, performances and council meetings. If you have a legitimate reason to miss, you must discuss it with the director in advance. If you have an emergency or an illness, please discuss it with the director upon returning to class.

LEADERS SET A GOOD EXAMPLE! You must be on time (early) to all rehearsals and performances. You must have all equipment, and know your music/drill/etc. You must be attentive in rehearsal, and respect the chain of command. Hold yourself accountable for your behavior at all times, and refrain from explicit language. You, like the peers that you lead, are responsible for following all program rules.

LEADERS ARE SERVANTS! Understand that as leaders, we take the blame for failures, and give credit for success to others. Leaders are humble, and know how to ask for help.

LEADERS RESPECT ALL FACETS OF THE PROGRAM! You will be responsible for working with the Director, Boosters, and peers, and you will represent the program in a positive manner at all times. Gossip, rumors, bullying, or back-talk is never acceptable from leaders. Agree in public, and disagree in private. Any concerns should be brought to the Director to work out a decision.

LEADERSHIP RETREAT—

All Leaders should plan on attending a Leadership Retreat prior to the Band Camp in August. Additional information will be available in early July, and will be sent via email to all incoming leaders.

LEADERSHIP APPLICATION

NAME:

SECTION:

Select no more than three positions that you are applying for. You will only be considered for the positions that you list below. List your positions in order of preference by placing a number in the space provided. You should select positions commensurate with your experience.

_____ Drum Major	_____ Guard Captain
_____ President	_____ Section Leader
_____ Vice President	_____ Publicity/Historian
_____ Quartermaster	_____ Special Projects
_____ Administrative Assistant	

Answer these two prompts in no more than 500 words (typed) for each question.

1. In 500 words or less, describe your qualifications for leadership.
2. In 500 words or less, please describe your views on attitude and effort, and your leadership philosophy.

Being a leader is a BIG responsibility. It is a year-long obligation that does not end with marching season. It takes a lot of time and effort above and beyond what is already required. Dereliction of duty may result in removal from an officer position. **Submission of this application does not guarantee a leadership position.** Applications are due no later than **Tuesday, May 23rd.**

By signing this application, student applicants agree to:

- Become familiar with the specific duties involved with the positions for which I apply.
- Exhibit enthusiasm and display a positive attitude of leading by example.
- Treat all fellow members, leaders and staff with dignity and respect.
- Follow through on assigned tasks and take the initiative in solving problems.
- Attend all rehearsals, meetings and performances
- Maintain a 2.5 GPA in my classes

signature of student

_____/_____/_____
date

signature of parent

_____/_____/_____
date