

General Responsibilities of Student Leaders

Field Military Positions

Section Leaders

Music Inspection

Prior to each performance and rehearsal the section leader will view each member's flip folder and coordinate sheet. Section members that do not have a flip folder or coordinate sheet will be assigned clean up duty after rehearsal or return to band hall. Flip folders will not be used for contest level events.

Equipment Inspection

Prior to each performance the section leader will view the following items from each member:

1. Music Lyre (Football Games Only)
2. Uniform
 - Band Shirt – to be worn during pre-performance rehearsal
 - Gloves???
 - Bauldric
 - Top
 - Pants
 - Shoes
 - Black Socks
 - Hat & Plume
 - Appropriate Jewelry

Instrument Inspection

Prior to each performance the section leader will view each member's instrument. Brass instruments should be polished and Uniformly clean. All other sections should be viewed for component parts, ie... reeds, ligatures, etc...

At the conclusion of your inspection you will list and turn in all violations to assigned field assistant who will turn list into appropriate director.

How to do all this?

- Assign a specific place and time to inspect your section.
- Allow plenty of time for the inspections.
- Assemble section in appropriate warm up spot by assigned warm up time.

Deficiencies:

- Uniform related should be sent to the Quarter Master.
- Others should be sent to appropriate director.

Marching Related

- Study and know the drill for your area of the field.
- Assist sections in the marking of sets and marching assignments
- Have all chart related equipment at each rehearsal.
- Be an EXCELLENT marcher and EXAMPLE setter!
- Create and place section posters in the band hall.
- Assist the Drum Majors and Field Assistants in maintaining field discipline.
- Be alert for instructions at all time in all venues.
- KNOW YOUR STUFF!!

Music Related

- Pass off Music 10 – 14 Days before due date
- Assist section in preparation of marching show music and all other football related music
- Assist in the passing off of memorized music
- Assist section, especially younger students, in preparation of All-City/All-Region Materials
- Assist Sr. VP (Co-President) with concert set-ups and tear downs
- Notify section of additional sectional rehearsals...please give 24 hours notice
- Unless working on All-Region Materials, sections may only rehearse 1 hour a week.

All Officers and Section Leaders are RESPONSIBLE for condition and security of the rehearsal facilities.

Drum Majors

The Drum Major has numerous responsibilities. The primary responsibilities of the Drum Major are to:

- Be effective role models for all band students.
- Conduct the band as required.
- Maintain field discipline as needed.
- Assist in chart marking as needed.
- Assist in marching instruction as needed.
- Work with the band directors to maintain alternate rotation system for primary and secondary marchers.
- Maintain the water break system.
- Manage assigned areas as needed by the band staff.
- Numerous other responsibilities as assigned by the band directors
- Coordinate Design of Show Shirt to be completed prior to Car Wash.
- Maintain weekly pre-departure/game Inspection forms from section leaders.

All Officers and Section Leaders are RESPONSIBLE for condition and security of the rehearsal facilities.

Band Council

President

The President has numerous responsibilities. Primary responsibilities of the President are to:

- Plan and guide of all band council meetings.
- Plan and publish an agenda for meetings.
- Serve on every band council committee and ensures that all committees and council members are performing their assigned duties to a satisfactory level.
- Insure that all members of the band council are executing their duties.
- Assist other band council members in the performance of their duties as needed.
- Organize committee for all aspects of the Spring Banquet in coordination with Orchestra President.

Senior Vice-President (Games & Concerts)

The senior vice-president has numerous responsibilities. Primary responsibilities of the senior vice-president are to:

- Assist the President in the performance of duties
- Create a process to select the loading crew
- Appoint the loading crew
- Work with band staff and the loading crew to insure effective loading and movement of band equipment for ALL travel.
- Create a system to insure that all equipment is loaded and transported correctly.
- Appoint crew for concert set up and tear down (All levels)

Junior Vice-President

The junior vice-president has numerous responsibilities. Primary responsibilities of the junior vice-president are to:

- Organize, supervise, and train water crews for rehearsals and performances.
- Create and supervise rehearsal Prep/and tear down team.
- Coordinate w/Drum Majors and directors the Freshman Acceptance Team(FAT)
- Create and Supervise Band Tutoring Program
- Assist all other officers as needed.

Quarter Master

The quartermaster has numerous responsibilities. Primary responsibilities of the quartermaster are to:

- Manage the uniforms of the band program in all areas such as cleaning, racking, storing, and issuing.
- Maintain a thorough inventory of all uniform related items such as old shoes, rain coats, gloves, etc...
- Establish a uniform crew to manage the uniform room.
- Insure that the uniform room is functional at all times.
- Insure proper care and storage of all uniforms.
- Administrate the issuing of equipment for check out on a weekly basis.
- Monitor the return of uniform parts issued on a weekly basis.

Secretary

The secretary has numerous responsibilities. Primary duties of the Secretary are to:

- Maintain all band hall bulletin boards
- Keep an accurate record of all band council meetings.
- Meet weekly with Directors for assigned tasks.
- Assist the other student officers when requested
- Prepare and copy the weekly band announcement sheet on board.
- Maintain the student locker system.
- Prepare a weekly letter to visiting and home bands.

Historian

The Historian has numerous responsibilities. Primary duties of the Historian are to:

- Create and maintain a historical record of the school year as it pertains to band.
- Work with the Senior Rep to insure as much exposure of the band program as possible to the general public including the school newspaper, the yearbook, PTA Newsletter , Junior high bands and local news papers.
- Work with the Secretary in maintaining a bulletin board of photographs.
- Assist the other student officers when requested
- Oversee Video/Slideshow for banquet

All Officers and Section Leaders are RESPONSIBLE for condition and security of the rehearsal facilities.

Chaplain

The Chaplain is responsible for the positive morale of the band.

- Prepare short motivational talk before each performance
- Prepare or send get well cards and/or flowers for illness, or band family related death
- Assist Sophomore Rep with Birthday recognition as needed

Senior Rep

The Senior Rep has numerous responsibilities. Primary duties of the Senior Rep are to:

- Liaison for Senior class between Officers and Directors
- Write articles and press releases to the school newspaper, yearbook, PTA Newsletter and other local news papers. Also, AISD community relations.
- Create and oversee a committee for Concert Advertisements that will be taken to the JH and Elementary Schools.
- Assist the other student officer's when requested.

Junior Rep

The Junior Rep has numerous responsibilities. Primary duties of the Junior Rep are to:

- Liaison for Junior class between Officers and Directors
- Maintain the music library
- Appoint and train 2 librarians to serve in each band class.
- Insure librarians are completing assigned projects
- Create and maintain a master folder system for music in each class.
- Maintain copy room operations.
- Communicate with band staff regularly
- Assist the other student officer's when requested.

Sophomore Rep

The Sophomore Rep has numerous responsibilities. Primary duties of the Sophomore Rep are to:

- Liaison for Sophomore class between Officers and Directors
- Responsible for developing and maintaining Band Birthday Calendar
- Recognition of Birthdays on board and at end of rehearsals
- Work on WEB PAGE coordination with appropriate band director
- Assist the other student officer's when requested.

Freshman Rep

The primary duties of the Freshman Rep are to:

- Liaison for Freshman class between Officers and Directors
- Assist Senior Rep in Advertising Concerts at the Junior Highs and Elementaries
- Assist in recruiting incoming Freshman for Band and Colorguard
- Assist the other student officer's when requested.

Social Chairpersons

The Social Chairpersons have numerous responsibilities. Primary duties of the Social Chairpersons are to:

- Create a committee to plan social events and assist with banquet preparations
- Will assist as needed with the Freshman Acceptance Team. (FAT Friends)
- Plan and advertise all aspects of social events, other than banquet, and assist Booster Club Social Chairman as needed.
 - Social Activities may consist, but not limited to the following:
 1. Swimming Party
 2. Fall Picnic
 3. Winter Party
 4. Spring Event
 5. Other Special Engagements
- Plan an activity every six weeks for the band.
- Encourage and insure that section leaders are planning events for their sections.
- Be involved all across the band in all events.
- Coordinate and communicate the meal clean up plans to the section leaders and other officers.
- Communicate to the BAND Members and Staff regarding social events
- Work with the Band Boosters to secure food items, etc.
- Create a system to accurately determine which students will participate at social events such as sign up sheets.

All Officers and Section Leaders are RESPONSIBLE for condition and security of the rehearsal facilities.