

Murrieta Valley High School Crimson Cadets

Constitution

Student Leadership Jobs and Responsibilities

Meetings

Meetings of the Band Leadership Council will be held weekly – day and time TBA. All other full meetings of the council will be as needed, and will be scheduled by the Band Director.

Leadership Structure

The structure of the Band Leadership Council is as follows. The President, Vice President, Drum Majors, Color Guard Leaders, Horn and Drum Line Captains, and Equipment Manager constitute the Principal Leadership within the band, also called the Executive Board. All other leaders fall under the category of Operational Leaders, who serve a specific function within the band organization.

Elected Officers

Elected officers are voted into office in the spring of the preceding year by the popular vote of all continuing 9th through 11th grade students. The term of office for all student leaders is one year, concluding with commencement in June the following year.

President

The duties of the President shall include the following:

- Preside over all meetings of the Band Leadership Council
- Organize and preside over meetings of the Executive Board
- Organize weekly leadership meetings throughout the fall
- Serve as a main point-of-contact for the band
- Provide periodic informational updates to the Principal
- Assist with arrangements for community activities
- Act as a liaison to the Band Boosters
- Work with the Band Director to create all performance itineraries
- Collect and review all written reflections and “quick write” assignments
- Monitor all leadership tasks for progress and completion
- Monitor other band web sites

- Organize annual elections
- Assist in organizing the year-end Awards Banquet
- Assist in maintaining a focused and positive rehearsal atmosphere

Vice President

The duties of the Vice President shall include the following:

- Preside over meetings in the absence of the President
- Monitor attendance at Band Council meetings
- Assist in maintaining member rosters
- Organize student participation in fundraising activities
- Publish excused lists and create bus lists including contact information
- Assist in organizing Middle School Band Night
- Organize Senior activities throughout the year
- Assist in organizing all band social functions
- Assist in organizing the Chamber Music Project
- Assist in organizing the year-end Awards Banquet
- Serve as a member of the Executive Board
- Help foster the goals of teamwork and excellence within the band

Appointed Members

Appointed members of the Band Leadership Council are selected through an intensive interview/selection process during the spring of the preceding year. All appointments to the band leadership team are made by the Band Director. The term of office for all student leaders is one year, concluding with commencement in June the following year.

Drum Majors

The duties of the Drum Majors shall include the following:

- Perform as the Field Conductor as directed
- Perform as the Parade Drum Major as directed
- Represent the band at awards ceremonies
- Monitor attendance at all marching band rehearsals
- Serve as a field assistant to the Band Director
- Document rehearsal notes for Band Director and staff
- Communicate to all members the daily rehearsal plan
- Act as a liaison between the Band Director and Section Mentors
- Assist with the distribution of all band paperwork
- Monitor Section Mentor effectiveness
- Assist Section Mentors in monitoring drill books
- Monitor instrument storage areas for security and cleanliness

- Organize “Section of the Week”
- Organize motivational awards
- Serve as a member of the Executive Board
- Assist in maintaining a focused and positive rehearsal atmosphere
- Help foster the goals of teamwork and excellence within the band

Horn and Drum Line Captains

The duties of the Horn and Drum Line Captains shall include the following:

- Act as a liaison between the Band Director and Section Mentors
- Assist with monitoring student progress through testing
- Post test results via *SmartMusic*
- Motivate Section Mentors to follow through with assigned tasks
- Monitor Section Mentor effectiveness
- Assist with large section rehearsals
- DLC: Assist with the maintenance of percussion equipment
- DLC: Daily monitor percussion storage areas
- Serve as a member of the Executive Board
- Set a high standard of musical excellence
- Help foster the goals of teamwork and excellence within the band

Section Mentors

The duties of the Section Mentors shall include the following:

- Represent the section at Band Council meetings
- Dialog with the Band Director re: specific issues concerning the section
- Monitor attendance at rehearsals and performances
- Assist with part distribution and monitor part assignments
- Organize weekly instrument maintenance checks
- Assist with section level rehearsals as directed
- Assist with the individualization of instruction
- Assist as directed with drill instruction
- Monitor drill books
- Assist in promoting “Section of the Week”
- Assist Quartermasters with individual uniform concerns
- Set a high standard of musical excellence
- Organize room clean-up activities as directed
- Work with new members to make them feel a part of the team
- Monitor section behavior in the stands at competitions and football games
- Participate in Pep Band performances as directed
- Set a high standard of musical excellence
- Help foster the goals of teamwork and excellence within the band

Equipment Manager

The duties of the Equipment Crew Chief shall include the following:

- Catalog and track all school instrument use
- Create and manage the instrument check-out system
- Consult with the Band Director regarding daily rehearsal needs
- Organize Equipment Crew to insure the timely execution of tasks
- Organize all logistics for the marching band
- Act as a liaison to the Band Boosters
- Monitor instrument storage areas for security and cleanliness
- Serve as a member of the Executive Board
- Help foster the goals of teamwork and excellence within the band

Equipment Crew

The duties of the Equipment Crew shall include the following:

- Maintain all rehearsal equipment (PA, Met, Line Markers, Ladders, etc.)
- Assist with daily rehearsal preparation
- Assist with performance logistics and equipment transport
- Help maintain all vehicles and equipment
- Serve as stage crew for all concerts and festivals
- Monitor instrument storage areas for security and cleanliness
- Help foster the goals of teamwork and excellence within the band

Head Librarian

The duties of the Head Librarian shall include the following:

- Maintain the MVHS concert and jazz library in an efficient manner
- Communicate with the Band Director regarding music needs
- Organize the library staff to insure the timely execution of tasks
- Create and maintain a database of all music
- Catalog and store all new music
- Assist with the cataloging and archiving of all digital media
- Prepare scores for parade and festival adjudication
- Assist with the distribution of marching band music and drill charts
- Develop a system for the replacement of lost music
- Develop a system to replace missing originals
- Assist in organizing Holiday Chamber Groups
- Help foster the goals of teamwork and excellence within the band

Librarians

The duties of the Librarians shall include the following:

- Maintain the MVHS concert and jazz library in an efficient manner
- Create and maintain a database of all music
- Catalog and store all new music
- Prepare scores for parade and festival adjudication
- Assist with the distribution of marching band music and drill charts
- Develop a system for the replacement of lost music
- Assist in organizing Holiday Chamber Groups
- Help foster the goals of teamwork and excellence within the band

Head Quartermaster

The duties of the Head Quartermaster shall include the following:

- Assist with the organization of uniform fitting and distribution
- Assist with the performance day inspection of uniforms and uniform accessories
- Assist with the distribution of tour shirts
- Develop a plan to encourage students to hang their uniform properly and neatly
- Identify uniform problems to parents
- Assist parents with preparation for dry cleaning
- Assist with the distribution of gloves
- Maintain a clean and efficient uniform storage room
- Help foster the goals of teamwork and excellence within the band

Quartermasters

The duties of the Quartermasters shall include the following:

- Assist with the organization of uniform fitting and distribution
- Assist with the performance day inspection of uniforms and uniform accessories
- Assist with the distribution of tour shirts
- Assist parents with preparation for dry cleaning
- Assist with the distribution of gloves
- Maintain a clean and efficient uniform storage room
- Help foster the goals of teamwork and excellence within the band

Special Projects

The duties of the Special Projects committee members shall include the following:

Publicity and Audience Development

- Maintain a current list of all local media contacts
- Organize publicity for all band performances
- Post band announcements on the MVHS marquee
- Develop a plan to increase concert attendance
- Assist with the publication of printed program materials
- Develop posters or publicity materials to insure maximum exposure
- Organize announcements for the school bulletin
- Act as a liaison with the school newspaper and yearbook staff
- Organize “house staff” for all concerts
- Work with the Band Boosters to organize and manage ticket sales
- Assist the Vice President in organizing all band social functions
- Help foster the goals of teamwork and excellence within the band

Recruitment and Retention

- Work with the Vice President in maintaining accurate student data files
- Develop a plan to recognize and celebrate member birthdays
- Administer ongoing middle school recruitment efforts
- Organize eighth grade recruitment plans and activities
- Develop printed recruitment materials
- Assist in organizing Middle School Band Night
- Monitor and post competitive results
- Assist the Vice President in organizing all band social functions
- Help foster the goals of teamwork and excellence within the band

Color Guard Leaders

The duties of the Color Guard Leaders shall include the following:

- Represent the Color Guard at Band Council Meetings
- Represent the group at awards ceremonies
- Dialog with staff re: specific issues concerning the Color Guard
- Monitor attendance at rehearsals and performances
- Organize section rehearsals as needed
- Organize weekly equipment checks
- Monitor student performance of all show routines
- Organize student locker assignments
- Organize room clean-up details as directed
- Track and maintain all Color Guard equipment
- Work with new members to make them feel a part of the team
- Tutor individuals to improve performance skills
- Monitor behavior in the stands at competitions and football games
- Assist the Vice President in organizing all band social functions
- Serve as a member of the Executive Board

- Help foster the goals of teamwork and excellence within the Color Guard
- Set a high example for performance excellence and personal integrity

Student Members

The duties of all Student Members shall include the following:

- Maintain a 2.0 GPA
- Maintain exemplary rehearsal attendance
- Come fully prepared for rehearsal
- Attend all performances
- Notify the Band Office re: missing rehearsal
- Fulfill all financial obligations to the program
- Assist in the care and maintenance of the room and equipment
- Promote recognition of the Band within the school and community
- Assist in recruiting new Band and Color Guard members
- Strive for excellence in every endeavor

Revised: April 2008