

# Nipmuc Band Council Positions

## **President (Voted)**

1. Plan and guide all band council meetings.
2. Plan and publish agenda for meetings.
3. Insure that all members of the band council are executing their duties.
4. Assist other band council members in the performance as needed.
5. Supervise and/or participate in all band activities when applicable.
6. Must be in Band the entire school year.

## **Vice President (Voted)**

1. Assumes all responsibilities of Band President when president is absent.
2. Participate in all band activities when applicable.
3. Assist VP of Logistics in maintaining band room appearance (last to leave).
4. Uniform Manager (Marching Band Season)
  - Manage the uniforms of the band program in all areas such as cleaning, racking, storing, and issuing.
  - Establish a uniform crew to help manage uniform room. (Based on director's approval)
  - Ensure that the uniform room is functional at all times.
  - Ensure proper care and storage of all uniforms.
  - Issue appropriate community service penalties for equipment deficiencies. (i.e., help maintain the uniform room)
  - Issue appropriate community service credit for student donating time to help maintain the uniform room.
5. Uniform Manager (Concert Band Season)
  - Post reminders of dress code for concerts.
  - Check dress codes before each concert.
  - (i.e., black ties, black socks, white dress shirts, long black skirts)
  - Take note of who does not meet dress code requirements.
6. Must be in Band the entire school year.

## **Head Librarian (Appointed)**

1. Maintain music library.
2. Maintain music library inventory binder and database
3. Train assistant librarians.
4. Ensure librarians are completing assigned projects.
5. Create and maintain a master folder system for music in each class.
6. Create/Maintain an accurate list of parts per class.
7. Communicate with band staff regularly.
8. Must be in Band the entire school year.

### **Assistant Librarians (2) (Appointed)**

(1) Concert Band Asst. Librarian, (1) Wind Ensemble Asst. Librarian

1. Copy all music per class.
2. Assist in distribution of all band music.
3. Help maintain music library.
4. Help maintain bulletin boards.
5. Assist VP of Administration.

### **Vice President of Logistics (Head Equipment Manager/Loading Crew Captain/Head Quartermaster) (Appointed)**

1. Appoint loading crew, based on merit and director's approval.
2. Assign and manage a set up crew for concert performances.
3. Create a system to ensure that all equipment is loaded and transported correctly.
4. Work with band staff and loading crew to ensure effective loading and movement of band equipment for all travel.
5. Ensure that the percussion section has a checklist of equipment needed for performances.
6. In charge of maintaining band room appearance. (last to leave)
  - Chairs, stands, percussion equipment, instrument closet, trash.
  - (Ensure everyone is helping clean or else you will be stuck cleaning by yourself.)
7. Must be in Concert/Symphonic Band and Marching Band the entire school year.

### **Treasurer (Voted)**

1. Assist in fundraising operations.
2. Assist Director in collecting/maintaining all band monies for student events.
3. Assist Director in maintaining accurate bookkeeping of all band monies.
4. Collect all student band fees for various activities throughout the year
5. Assist in the operations of the band supplies. (reeds, etc.)

### **Attendance Monitor (Appointed)**

1. Create and maintain attendance record for the school year.
2. Document attendance for all rehearsals, practices, performances, throughout the year.
3. Take attendance before student's board buses and do a "count off" before buses leave for destination.
4. Work with director to insure attendance is correct.
5. Assist other student officers when needed.

### **Assistance Attendance Monitors (Appointed)**

1. Keeps accurate attendance per class.
2. Assist Attendance Monitor in taking attendance for bus travel.

**Secretary (Voted)**

1. Keep accurate record of all band council meetings.
2. Work with Reporter and Historian in maintaining the bulletin board.
3. Maintain twitter account
4. Maintain web-site for accuracy
5. Maintain Facebook page
6. Assist other student officers when needed.

**Historian (Voted)**

1. Create and maintain a historical record of the school year as it pertains to band.
2. Work with the reporter to ensure as much exposure of the band program as possible to the general public including the school newspaper, the yearbook, etc.
3. Collect and compile articles, pictures, announcements, programs, etc. for the (Band Scrapbook, Video, and or Slide Show).
4. Responsible for band video at band banquet.
5. Maintain trophy case/display
6. Work with the Reporter in maintaining the bulletin board
7. Assist the other student officers when needed.

**Reporter (Voted)**

1. Write a quarterly article regarding band events to be submitted to the school principle.
2. Write articles and press releases to the school newspaper, etc.
3. Work with the Historian in maintaining the bulletin board
4. Organize thank you letters, posters, etc. for volunteer clinicians, other bands, graduate helpers.
5. Work with historian and secretary as needed.
6. Assist other student officers when needed.

**Section Leader (appointed)**

1. Assist band director in maintaining musicianship of section
2. Assist band director in calling and running all sectional practices
3. Making sure all section members have music
4. Inspection of section members
5. Proper instruction of marching and playing techniques
6. Assist with discipline within section
7. Assist with setting up of section for rehearsal and performance