

## **Band Council**

The Holly Springs High School Band Council will be a student-elected body, comprising of three branches, and will be the student representation between the Director of Bands and Band Boosters. The main branch (board) will consist of the President, Vice-President, Secretary, Treasurer, Librarian, Historian, and Alumni Secretary. The second branch which is marching band related consists of the Drum Major and Woodwind, Brass, Color guard (1-2), Percussion Line, and the Front Ensemble. The third branch which is non-marching band related consists of the principal players of our concert ensembles.

### **HSHS Band Council Job Descriptions**

***Prerequisites: Each member of the elected Band Council must have been a member of the Golden Hawks Regiment for at least one year is a member of the Golden Hawks Regiment during the school year they serve, as they are leading the entire band program, not just one or two ensembles. GHR Band Council members may only miss a part of Band Camp due to a music or academic related summer camp. Students whom this applies to must make this known prior to accepting the nomination. The President and the Drum Major may miss one “non-required” summer rehearsal (if scheduled) and may not miss ANY part of Band Camp. The President must be a senior in the school year they serve.***

***The primary duty of all council members is to be the student representation to the Director and to the Boosters.***

#### ***President (Senior)***

- Responsible for duties of all other officers.
- Welcomes all new members.
- Remembers and celebrates All Birthdays in the band.
- Works with the band director to run all council meetings
- Represents and recruits for the band at all public events (includes open house, curriculum fair, middle school concerts, etc.)
- Serves in the role of Quartermaster
  - Keeps inventory of all school-owned instruments and accessories.
  - Issues instruments, mouthpieces and forms to appropriate individuals.
  - Keeps accurate records of the location and condition of all school owned instruments.
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#### ***Vice-President (Junior or Senior)***

- Uniform Manager (Marching and Concert)
- Helps Boosters coordinate Distribution and Collection of Uniforms before and after each performance.
- Coordinates sizing, taking orders and distribution of shoes and gloves for marching band.
- Helps in sizing, taking orders and distribution of Concert Attire
- Works with Band Boosters on the Nearly New Attire program (to be introduced in the fall).

#### ***Secretary***

- Assist the band director with Data Entry, Proofreading, Letter Writing, etc. as needed.
- Handles all band correspondence with current members and clerical work (absence notes, documents, etc.)
- Perform office duties and writes the schedule of the day on the board for all classes.
- Keep minutes at all council meetings; works with webmaster to make sure they are posted on band webpage.  
Responsible for making sure attendance is taken at every Band Rehearsal and Performance
- Works with assistants in other classes to help with certain minor duties.
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#### ***Treasurer (2 positions/One for Marching Band/Wind Ensemble; one for Symphonic/Concert Band)***

- Collect and receipt all monies that come into the band through fundraisers, fair share, etc.
- Record each transaction for each student in the band program.

***Librarian (2 positions/One for Marching Band/Wind Ensemble; one for Symphonic/Concert Band)***

- Copying and Distribution of Music, Drill Charts, and Coordinate Sheets throughout the year.
- Collect proper payment for extra copies, lost music, etc., and report to Treasurer.
- Maintain accurate record of HSHS Bands Library.
- Maintain HSHS Bands Library
  - Process new music as it is purchased
- Oversees and trains associate librarians as needed.

***Historian***

- Keep accurate records of everything we do (practice, performance, social, etc.)
- Beginning this year will compile complete data base on everything we have done and accomplished from 2006- present. (awards, honors bestowed, membership, etc.) This will be included on the bands website. Some information is already on the website.
- Ensures coverage for all band activities (concert, marching, and winter program)
- Writes articles and news releases as needed for the band website, school newspaper, yearbook, and local media.
- Writes up a morning announcement after competitions to be read the following Monday.
- Compile scrapbook (video and/or paper) at end of the year. Works with boosters to produce the end of the year slide show.
- Helps keep website accurate and new. May work with webmaster to create new web page.
- Maintains trophy case

***Alumni Secretary***

- Establish communications with HSHS Bands alumni
- Send monthly email to Alumni updating them on activities of all HSHS Bands
- Coordinate the creation of an alumni band for Homecoming game on September 24.
- Work with webmaster to develop alumni section of the band website
- Works with boosters to coordinate band apparel and other spirit related items.

***Operations Manager***

- Serves as the Transportation Officer and head of the field crew (water, lines, lone ranger, etc.)
- Works with the boosters crew chief/transportation head to coordinate the logistics of any move the band makes throughout the year, local, or long distance.
- Coordinates indoor rehearsal set-up and obtains sectional rehearsal locations.
- Trains field crew to work ahead of needs so as not to lose or miss warm-up or rehearsal time.

***Drum Major (AUDITIONED POSITION/number of positions based on number of GHR members)***

- Must attend a Drum Major camp if new.
- Conducts all music
- Begins and ends all rehearsals promptly.
- Has authority to discipline the band, as a whole and by individual members, for misconduct during any and all band activities.
- Represents and recruits for the band at all public events (includes open house, curriculum fair, middle school events, etc.)

***Captains (1-2 Color Guard, 1 Battery, 1 Front Ensemble, 1 Woodwind, 1 Brass)***

- Serves as leader of their section.
- Responsible for performing knowledge of all section members.
- Will perform uniform inspection on each section member prior to each performance (formerly Horn Line Uniform Inspection)
- Helps with the discipline of the section as deemed necessary by the drum major.
- Maintains order on all bus trips
- Takes roll each time buses are loaded
- Informs chaperones of any problems
- Makes sure bus is clean after all trips and that lost and found items are returned to the band room.

**Official Nominations will be made starting on Tuesday, April 22, following campaigns on Thursday, April 17 and Monday, April 21.**

**Nominations can be made by completing a form found on the accessories room door (sink room) and returning it to the director. They must be submitted by Thursday, April 24 at 10:30 AM.**

**A list of nominees will be posted on Thursday, April 24 by 2:30 PM. Nominees must accept or reject their nomination by Tuesday, April 29 at 11:30 AM.**

**The official ballot will be posted on Friday, May 2, at 7:25 AM. The vote will take place on Monday, May 12. Results will be announced at the band concert on May 20.**

### NOMINATION PROCEDURES AND RULES

1. Color Guard and Percussion will nominate and vote on their captains following the selection of their respective groups.
2. All Members of the Band Council must have been a member of the Golden Hawks Regiment for at least one year and plan to be a member of the GHR during the school year they serve, as many positions serve all facets of the band program. (see above prerequisites)
3. To nominate someone for a position on the council, simply take a form from the envelope on the accessories (sink room) door, completely fill it out and return it to the HSHS Band Boosters Box.
4. Graduating seniors may make nominations and may vote, however, their vote will only count for ½ a vote. This is their chance to leave the program in good hands without being able to totally elect a representative board of students who will not be representing them.
5. If they “why” segment of the nomination is not sufficient, the nomination will be disregarded. Captains and Drum Major candidates will follow an application, project, interview campaign in addition to audition.
6. Please do not re-nominate someone for a position if you know they have already been nominated. To help with this, I will try to post a daily update of current nominations.
7. **Take great care with this and nominate many individuals. The purpose of this is two-fold, increase the student leadership in both the marching band and concert ensembles, and secondly, to hand off more and more responsibilities over to you the students. Thus, allowing you to really take ownership of what after all IS YOUR HOLLY SPRINGS HIGH SCHOOL BAND EXPERIENCE!**