

# **Coral Reef Senior High School**

*Miami's Mega-Magnet*

Band Magnet Program



## **Leadership Handbook**

### **2020 – 2021**

May 22, 2020

Dear Leadership Candidate,

Interest in applying for a service position within this program means that you will not only represent the very best of what we have to offer, but you will be expected to put the product and needs of the program ahead of any needs and wants you have as an individual. It is extremely important that you take the time to review all of the job descriptions and duties, whom they report to, what to do when problems arise, and what expectations have been set for each position. All successful organizations have an efficient, effective, and committed staff of leaders (FOLLOWERS!!!!) that work diligently to uphold and exceed the expectations for the organization. In addition, as leaders we strive to work alongside our band membership to create a culture for our band program to grow.

This packet is designed to inform candidates of the roles, responsibilities and expectations for each leadership position.

To be considered for an officer position, the following must be completed:

- Read this document in its entirety
- Submit Leadership Application (Google Form)
- Actively participated in COVID Curricula lessons, activities and Zoom meetings.

A leadership position is first and foremost a responsibility but should also be seen as an honor and privilege taken with pride. Student leadership roles in our band program are positions for members interested in serving the program in addition to their general membership responsibilities. Student Leaders are required to put in more time and effort before, during and after rehearsal. Student leaders will set the standard for the organization. You will need to set the expectation level high and must continually lead the organization towards success.

This coming school year will bring new challenges, obstacles and opportunities and each and every member of not only the leadership team, but the entire program will need to be able to adapt and respond with class and integrity if we are to find success. All positions within the leadership team are subject to change as the functionality of the unit will need to be prepared to adjust to any alterations to the school process.

Once again thank you for your interest in contributing to the development and success of the Coral Reef High School Band Program.

Sincerely,

Kennan Torgerson  
Director of Bands

## Roles & Responsibilities

### **Band Captain** (1-2 Band Members)

This is the highest-ranking officer position available in the organization.

*You are responsible for, but not limited to the following:*

- Student representative of the Band and Guard.
- Promoting band spirit, pride and cooperation. You must exemplify high moral character and be a positive role model.
- Managing all other officers in the Band Program, which may include but is not limited to:
  - Overseeing their responsibilities to ensure that they are carried out properly
  - Setting the example (i.e. pride, respect, first to arrive, last to leave, musicianship, complete tasks, etc.)
  - Communicating daily tasks, short-term/long-term goals, etc.
  - Providing feedback by personally meeting regularly with each officer.
- POSITIVELY communicate the program's successes and needed improvements.
- Assist Executive Secretary (& Director) organizing rehearsal schedules (camps & weekly)
- Assist drum majors and guard captains with their responsibilities.
- Acting liaisons to the BBPA (w/ Drum Majors and Executive Secretary)

The Director and Staff are your immediate supervisors.

### **Drum Majors** (1-2 Band or Guard Members)

These are the second highest-ranking officer positions available. There may be a Head Drum Major and one or more Assistant Drum Majors.

*You are responsible for, but not limited to the following:*

- Promoting band spirit/pride and cooperation. You must exemplify high moral character and be a positive role model.
- Visual, Musical and Character example setter for the entire program, at all times.
- Musical Leadership and Service Leadership are a must.
- Communicating with Band Captain(s), staff, and Director to fully understand the objectives of each rehearsal.
- Ensuring that your podium, yard markers, p.a. system, and all other field equipment are ready and setup Before rehearsal.
  - Work with Quarter Masters.
  - Assistant Drum Majors are responsible for setting up small podiums.
- Working with Band Captain(s) and Section Leaders to maintain a well-disciplined organization.
- Run Marching Band warm up & stretch
- Run movement/marching basics block in the absence of staff
- Assist Section Leaders with sectionals
- Acting liaison to the BBPA (w/ Band Captains & Executive Secretary)
- Working with Band Captain(s) to oversee all other officers

\*\*\*After the marching season, you will work as an executive officer aiding the Band Captain(s) and Executive Secretary as well as a student conductor in the ensemble classes.

The Director, Staff and Band Captain(s) are your immediate supervisors.

### **Section Leaders** (1-2 Band Members per section below)

Positions available are: Flute, Clarinet, Double Reed, Saxophone, Trumpet, Horns/Mellophones, Baritone/Trombone, Tuba, Drumline, and Front Ensemble.. Section Leaders aid the Director with developing the success of each section.

*You are responsible for, but not limited to the following:*

- Scheduling and supervising sectionals.
  - Marching Sectionals – Mondays (2 per month, minimum)
  - Concert Band Sectionals – 1 per month
  - Jazz Band Sectionals – 1 per month
- Assisting the Band Director/staff in preparing your section for performances.
- Conducting monthly instrument inspections (private and school instruments)
- Conducting instrument-cleaning events with your section, aiding with instrument care.
- Keeping section quiet and engaged during all rehearsals, performances, and events that the Band Program attends.
- Making sure that your section knows their music and drill.
- Helping with teaching your section their parts (for all ensembles).
- Attendance at all rehearsals and performances. Arrive before and leave after students from section.
- Assist Executive Quarter Master with inventory and issuing of instruments (w/ Band Capt.)
- Assist with locker issuing and maintenance (w/ Drum Majors)

The Director, Staff, Band Captain(s) and Drum Majors are your immediate supervisors.

### **Executive Secretary** (1 Band Member)

The Executive Secretary aids with the efficient functioning and tracking of the band program. They are also the Head Librarian.

*You are responsible for, but not limited to the following:*

- Preparing the band/guard directory.
- Recording accurate attendance;
  - Absences and tardiness at ALL rehearsals, performances, trips, etc., including both marching band and concert season.
- Assisting the Director with the distribution of paperwork all year long.
  - This includes; field trip forms, updating bulletin boards, announcements, concert programs, banquet programs, banquet tickets and any other administrative paperwork the Band Captain or Director needs assistance with.
- Acting liaison to the BBPA (w/ Band Captains & Drum Majors)
- Any other assistance requested by the Band Captain or Director.

The Director, Staff, Band Captain(s) and Drum Majors are your immediate supervisors.

### **Assistant Secretary (1 Band Member)**

The Assistant Secretary assists the Executive Secretary with the efficient functioning and tracking of the band program. They also assume Librarian responsibilities.

*You are responsible for, but not limited to the following:*

- Update calendars in the band room
  - 4 month calendar
  - 2 weeks at a glance calendar

The Director, Staff and Executive Secretary are your immediate supervisors.

### **Librarians (3-8 Band Members)**

The Librarian aids the Director in maintaining and tracking music. These members may also assume an additional position (ie.

*You are responsible for, but not limited to the following:*

- Keeping library in order. You are responsible for ALL printed music (i.e. drill, CDs, cassette tapes, etc.).
  - Assist in cataloging ALL music, drill, method books, etc.
  - Distribute and collect all music and folders for ALL ensembles.
  - Document all missing music and provide details to Director for ordering missing parts.
  - Prepare photocopies of music, drill and packets we have the Copyright to reproduce.
  - Ensure that each student has a copy of every song that we are performing. ALL ensembles.
- Creating a list for each folder cabinet cataloging what folder belongs in what slot.
- Always be ready before, during and after rehearsal to assist with music.
- The Director should not have to pass out music or be concerned with tracking down music; that is the job of the Librarians.
- Aid with preparation of summer folders for Marching Band & Jazz Band members.
- Prepare Concert Band folders before the 1<sup>st</sup> week of school w/ Director.
- Keep March Sight Reading Binders complete.

The Director, Staff and Executive Secretary are your immediate supervisors.

### **Executive Quarter Master (1 Band Member)**

The Executive Quarter Master aids the director with maintaining and tracking all equipment of the organization.

*You are responsible for, but not limited to the following:*

- Supervising the distribution, collection and maintenance of all school equipment including instruments, uniforms, lockers, chairs, stands, band room facilities, and any other CRSHS Band Program property.
- Overseeing the Quarter Masters staff.
  - Keep accurate record of instruments and document instrument maintenance/care.
  - Ensure that all equipment for practice/rehearsal is **Setup 10 minutes before** rehearsal

begins. (Podiums, yard markers, p.a. system, water coolers, etc.)

- Ensuring that ALL equipment RETURNS to its storage location EVERYDAY.
- Appointing a LOADING CREW of volunteer students, which will load and unload equipment on the buses and truck at least one hour prior to departure or at the discretion of the Director.
- Prepares coolers with ice and water for football games, event days or rehearsals if there are not parents present to help.
- Communicate with *Cuda Carriers* making sure that all instruments, props, and necessary equipment are loaded on the truck or bus. (Plumes, props, carts, etc.)
- Assisting with maintenance of room equipment, instrument repair, concert stage crew, and any other repairs around the band room.
- Acting liaison to the BBPA Uniform Representative
- Any other assistance requested by the Band Captain or Director.

The Director, Staff, Band Captain(s) and Drum Majors are your immediate supervisors.

### **Quarter Masters** (3 - 8 Band Members)

The Quarter Masters assist the Executive Quarter Master with maintaining and tracking all equipment of the Band Program.

*You are responsible for, but not limited to the following:*

- See Executive Quarter Master's responsibilities.

The Director, Staff, Band Captain(s), Drum Majors and Executive Quarter Master are your immediate supervisors.

### **Historians** (2-4 Band or Guard Members)

Historians will aid the Director in promoting, documenting and publicizing the CRHS Band Program.

*You are responsible for, but not limited to the following:*

- Attending every performance and event with a camera to take many pictures for the website, slide shows, and any other publication for the Band Program
- Creating a scrapbook or album of photos, clippings, funny moments, awards, and any other activities that the band and/or guard students are engaged in.
- Creating posters for all on campus performances.
- Provide campus announcements to Ms. Cabrera for upcoming events and accomplishments.
- Creating and updating
  - College Informational Wall. (tuba rm wall)
  - Recent Events Display (Kiosk inside bandroom)
  - Informational Wall (*side of lockers*)
- Assisting the band boosters with planning the banquet: decorations, ideas, slide show and/or video, scrap book, etc.
- Organizing "Meme of the Week"
- Producing a seasonal (4x) newsletter **CudaCoda** which is to be share with the school newspaper, PTSA website and local media sources (goal of one community publication per year).

**\*\*\*Everything that is printed or posted must have the approval of the Director\*\*\***

The Director is your immediate supervisor.

**Jazz Band Manager** (1 Band Member)

The Jazz Band Manager aids the Director in preparing and running the jazz band.

*You are responsible for, but not limited to the following:*

- Overseeing that all equipment for the jazz band is loaded and unloaded at all Jazz Band events.
- Ensuring that everyone has all their music at all rehearsals and performances.
- Contacting and aiding the librarians with the distribution and collection of music and folders along with keeping track of missing parts.
- Any other assistance requested by the Band Captain or Director.
- Your main responsibility is to the Jazz Band.

The Director, Staff and Band Captain(s) are your immediate supervisors.

## **Expectations of Leadership Members**

Student leaders of the Coral Reef Senior High School Band Program are expected to act and represent not only the pinnacle of this program but the very best Coral Reef High School has to offer. By accepting an officer position, all members of the leadership are agreeing to display appropriate behavior and take responsibility of the respective duties and assist the other leadership members. If any student leader fails to meet expectations, the Band Director may employ any necessary action. Examples of unacceptable conduct may include, but are not limited to the following:

- Not completing responsibilities under job description
- Setting a poor example for the other members
- Disrespecting the Director/staff/superior officers
- Disrupting rehearsals
- Unexcused tardiness or absence
- Excessive use of profanity in rehearsal atmosphere
- Unpreparedness for rehearsal

In the event that these problems arise, the officer in question will receive warning(s) from the Director. This may lead to probation and/or the removal of the position. He/she may be replaced by another qualified student at the Director's discretion. Student leadership is among one of the greatest influences of the Coral Reef Senior High School Band Program, and each individual role plays an important part in contributing to the music-making process. It is the responsibility of not only the leadership, but of all members to take ownership of this program and work cohesively to create a positive environment and pride in our organization and product.

- **By applying for a position, you are accepting and agreeing to the expectations listed above.**
- **All applicants, whether selected for a position or not, are expected to promote pride for the band program, respect ALL selected Leaders/Officers, and work to be great role models.**

## Notes



## Expectations of Leadership Members

Student leaders of the Coral Reef Senior High School Band Program are held to a higher standard. By accepting an officer position, all members of the leadership are agreeing to display appropriate behavior and take responsibility of the respective duties. If any student leader fails to adhere to their commitment, the Band Director may employ any necessary action. Examples of unacceptable conduct may include, but are not limited to the following:

- Neglecting responsibilities under job description
- Negatively influencing any other members
- Disrespecting the Director/staff/superior officers
- Disrupting rehearsals
- Unexcused tardiness or absence
- Excessive use of profanity in rehearsal atmosphere
- Unpreparedness for rehearsal

In the event that these problems arise, the officer in question will receive warning(s) from the Director. This may lead to probation and/or the removal of the position. He/she may be replaced by another qualified student at the Director's discretion. Student leadership is among one of the greatest influences of the Coral Reef Senior High School Band Program, and each individual role plays an important part in contributing to the music-making process. It is the responsibility of not only the leadership, but of all members to take ownership of this program and work cohesively to create a positive, familial environment along with pride in our organization and our art. Therefore, all leadership applicants are expected to actively commit to abiding by these regulations considering that the submission of this form is a personal testament of qualification to maintain a leadership position.

- **By applying for a position, you are accepting and agreeing to the expectations listed above.**
- **All applicants, whether selected for a position or not, are expected to promote pride for the band program, respect ALL selected Leaders/Officers, and work to be great role models.**

*\*\*\*Keep the previous materials for your records about the Roles and Responsibilities of each officer position and the one you may be selected to fulfill.*

## Leadership Application Form

*This application is an example and the real application must be submitted via Google Form*

<https://forms.gle/dEFDHDSdv91RAb3k7>

Name \_\_\_\_\_ Grade for 2020 – 2021: 10 11 12

### Instructions:

1. Review the Leadership Handbook before applying in order to be aware of the Roles, Responsibilities, and the Expectations of leaders.
2. Reply to the questions below. You may type and attach a separate sheet to this from.

Which officer position(s) are you running for? (Maximum of 2 unless approved by Mr. Torgerson)

Band Captain Drum Major Executive Secretary Executive Quarter Master Jazz Band Manager  
Quarter Master Historian Librarian Asst. Secretary Section Leader \_\_\_\_\_

**Questions:** Complete questions either on this paper or a separate piece of paper. Typed responses are preferred. Make sure your name is on the submission and this paper is stapled to typed responses.

1. What makes you qualified to be a Coral Reef Band Officer? (List leadership experiences)
2. What improvements would you like to see brought to the band, and how would you help create these improvements?
3. List all extracurricular activities that you are involved in and how you will succeed as an officer while still involved in these other organizations?
4. If you were an officer during the 2019-2020 school year, please self-assess your job during the year (give yourself a grade) and explain why. (If you were not an officer, mark N/A)
5. If you were **not** an officer during the 2019-2020 school year, please explain what effort/time/attitude you put forth to be considered this year. (If you **were** an officer, mark N/A)

**Applications Due: Friday May 29 @ 5PM**

<https://forms.gle/dEFDHDSdv91RAb3k7>

### Agreement:

*By applying for a leadership position with the Coral Reef HS band magnet program, I understand that I may not be selected to the position that is my first choice and agree to fulfill the responsibilities of the position assigned to you, motivate the general membership and to meet all expectations.*

Unweighted GPA \_\_\_\_\_/Weighted GPA \_\_\_\_\_ Signature of Applicant \_\_\_\_\_