



2020 - 2021

**STUDENT LEADERSHIP
HANDBOOK**

DIRECTORS
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What is the student leadership team and what do they do?

Leadership positions available

- Field Leadership – football season primarily. This is an appointed position based on audition.
 - Section Leader
 - Captain
 - Drum Major

- Band Council – year round. This is an elected position.
 - President (Junior or Senior)
 - Vice President (Junior or Senior)
 - Secretary/Treasurer
 - Historian/Reporter
 - Class Representatives (One from each band & color guard)
 - Social Chair

- The band directors appoint the quartermaster and librarian positions.

Expectations of the Ranchview band student leaders

- Representing the band, school and community in the best manner at all times.
- Maintaining at least a B in all subjects.
- Being the best supporter of the director(s), staff and each other.
- Being impeccably prepared and be willing to adapt as needed.
- Mastering the sequence of instruction to techniques and fundamentals and how your director adapts to your fellow members learning styles, learning rates and maturity levels.
- Being willing to analyze and hold yourself and the leaders to a higher standard.
- Being performance ready at least 7 days before the rest of the band.
- Building relationships with each member and help the member who needs the most help.
- Being willing to offer help to the directors as needed.
- Being willing to admit fault, apologize as needed, fix the behavior and give credit to others.

NOTICE:

Students selected for field leadership positions are required to attend the University of Texas at Arlington OR Texas A&M University Commerce, band leadership camp June 16-20, 2019.

Financial assistance is available.

DO NOT TAKE FIRST SESSION SUMMER SCHOOL!

Field Leadership

Team Leaders - the directors make appointments to these positions. These positions require an additional time commitment, which is typically 30 minutes prior to events and 15 minutes after events. Interested candidates do not need to do the field leadership audition. The staff will interview those who express interest in leading one of the teams.

Available positions:

1. Water Crew – prepare and position water for rehearsals and performances.
2. Prop Crew – lead the student team in transporting props to and from rehearsal as well as loading trucks.
3. PA Crew – maintain charge on speakers; set-up and tear down system for rehearsals and performances.
4. Ladder Crew – set-up and tear down ladders for rehearsals; load and un-load ladders for performances.
5. Field crew – set up the yard line markers and bring out any necessary weights, chalk and help with marking the “dots”
6. Other crews – created as needed.

Section Leaders

- Make sure all section members have rides for all activities.
- Organize and execute section parties.
- Make sure you are walking to and from the field with different section members to both build relationships and making sure they get any academic help they need.
- Help the band council establish a tutoring program.
- Assist the captains, drum majors, and staff with the instruction of marching fundamentals.
- Organize sectionals to help the captains, drum majors, and staff in the instruction of marching band music.
- Being effective role models for all band students!
- Maintaining field discipline as needed or directed.
- Supporting and assisting the captains and drum majors in the performance of their duties.
- Equipment and materials check before every rehearsal and performance.
- The section leaders will execute performance day inspections with the assistance of the captains and drum majors.

Captains

- All the duties of a Section Leader plus everything listed below
- Assist with the warmup procedures for marching rehearsals and contests.
- Assist in the instruction and modeling of marching technique.
- Will have a full copy of the drill charts and a full score.
- Organize and execute full woodwind, brass, percussion, and color guard section bonding.
- Captains will know music for every instrument in their “family”
- Organize All-City/All-Region tutoring.
- Lead sectionals as directed by band staff.

Drum Majors

- All the duties of a Captain & Section Leader plus everything listed below
- Must possess an exceptional understanding of the marching band show including:
 - Mastery of all tempos and sub-divisions of tempos to be played all season. (Your hands, middle snare/quad drummers feet and the bass drum score need to be in sync.)
 - Complete understanding of all tempo, meter and dynamic changes, all musical cues, and be able to match all marching sets to letters in the music.
 - Conducting patterns being consistent and be willing to be critiqued.
 - Making sure arms are in shape to be able to consistently maintain tempo.
 - Attending percussion rehearsals, learning which section to listen to and when.
 - Attending sectionals to build rapport assist leaders and practice conducting.
 - Making sure all are given and follow directions in the proper sequence.
- Must be able to effectively manage student leaders in the following ways:
 - Making sure leaders are helping their sections per the directors’ instructions.
 - Making sure those leaders who need extra help managing peers or teaching get help.
 - Making sure leaders are giving their best-focused effort with a positive demeanor.
 - Making sure leaders are properly prepared to lead sectionals.
 - Making sure leaders work with students to get their music, drill and guard work memorized.
 - Making sure leaders are working together effectively and work out any issues.
- Conducting the band both in rehearsal and performances.
- Representing the marching band publicly as needed including interview for TV / Radio / Facebook Live.
- Maintaining field discipline as needed.
- Assisting with marching instruction as needed.
- Ensuring availability of coordinate sheets at rehearsals.
- Assisting directors in maintaining the water break system.
- Coordinating and communicating the director’s instructions to team leaders.
- Providing a motivational talk when appropriate

Band Council

Band council members are elected by majority vote of all band members in grades 9-11 and approval of the band directors.

President - Primary responsibilities of the President are to:

- Managing the members off the field including:
 - Coordinating and overseeing a band bonding party committee, which will be created by the social chair. (Band bonding party considerations include possible dates, times, places, costs, safety, transportation, school calendar and band psychological need.)
 - Coordinating and overseeing a tutoring committee, which will be created by the V.P.
 - Coordinate and oversee a new member-mentoring program (freshmen acceptance team, etc.), and will be assisted by social chair and class representatives.
 - Coordinating and overseeing a banquet committee.
 - Making sure each student leader is building relationships including regularly walking to or from the field with different section members.
 - Making sure all leaders are in full support of their drum majors, directors and staff.
 - Making sure each leader has rides for members to all activities
 - Making sure to be the best role model on the field, motivating leaders on the field to hustle and watch how they are taking care of their section members.
 - Speaking to the band informing, encouraging, inspiring and holding members accountable.
- Must be able to effectively manage student leaders in the following ways:
 - Make sure leaders prepare their members for camp, start of school, games and contests.
 - Make sure your leaders are building effective relationships with their section members.
 - Make sure students are getting all the academic help they need.
 - Make sure every student feels included.
- Plan and guide 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 designated aspects of the Taste of Ranchview / Dinner at the View and the Spring Banquet.

Vice-President

- Primary responsibilities of the vice-president are to:
 - Create and supervise band tutoring program
 - Attending booster parent meetings to inform them of the bands progress and thank them.
 - Assist the President in the performance of duties.
 - Work with band staff, president, and team leaders in selecting and organizing teams.
 - Assist the president with selection of committees and chairing committees as needed.
 - Assist band staff with event organization as needed.
 - Appoint crew for concert set up and tear down (all levels).

Secretary

- Primary duties of the Secretary are:
 - 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.
 - Maintain the student locker system.
 - Prepare or send get well cards and/or flowers for illness, or band family related death
 - Prepare any communication/gifts for other marching bands.

Historian

- 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 class reps to insure as much exposure of the band program as possible to the public including the school newspaper, the yearbook, junior high bands and local newspapers. (AKA – PUBLICITY)
 - Work with the secretary in maintaining a bulletin board of photographs.
 - Prepare monthly birthday recognitions
 - Maintain the display of historical photos “wall of fame” and trophies.
 - Assist the other student officers when requested
 - Assist band and orchestra presidents with oversight of video/slideshow for banquet

Class Representatives (one from each ensemble) - to be selected in the fall

- Primary duties of the class reps are to:
 - Serve as a liaison between band classes and the band council
 - Assist with recruiting activities for new members
 - Assist the social chair with events and organization
 - Assist the head librarian as needed with maintaining the library and copy room.
 - Communicate with band staff regularly
 - Assist the other student officer’s when requested.

Social Chairperson

- Primary duties of the social chairperson are to:
 - Work with band president to create a committee to plan social events and assist with banquet preparations
 - Will assist as needed with the new member welcoming committee, Freshman Acceptance Team, (FAT)
 - Plan and advertise all aspects of social events, other than banquet, and assist the Booster Club as needed for events.
 - Social Activities may consist of, but are not limited to the following: swimming party, fall picnic, holiday party, spring event, etc.
 - 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 cleanup 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 signup sheets.

Librarian - office aid during school preferred

- Primary responsibilities of the head librarian are:
 - Coordinate with band staff on creation of an organization system for the band library.
 - Maintain the music library.
 - Appoint and train assistant 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.

Quarter Master - office aid during school preferred

- Primary responsibilities of the quartermaster are to:
 - Coordinate with band staff on creation of an organization system for the uniform room.
 - 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, raincoats, 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 uniforms for check out on a weekly basis.
 - Monitor the return of uniform parts issued on a weekly basis.

Additional Requirements for ALL Leadership Positions:

All Students who are elected and selected by tryout must fulfill the following requirements to remain in their office:

1. Play a solo at UIL Solo and Ensemble
2. Tryout for All Region Band
3. Attend ALL summer practices and meetings
4. Help organize and perform any Parades
5. Remain academically eligible throughout the year.
6. Fulfill all of their duties as outlined in the Student Leadership Handbook.
7. All Student Leaders are expected to attend designated training as required by each individual position.
8. Provide leadership through example; promote the highest examples for band members, and show a zero tolerance for negative behavior. Band officers with any disciplinary referral in any class may be removed from office.

Failure to meet any of the above criteria may cause a student to be removed from the student leadership team.

Requirements:

All Candidates

- one full season of experience in the varsity marching ensemble
- properly completed application
- band director approval
- successfully completed all audition elements, workshops, and meetings
- selection by audition judges
- if selected, must attend RHS summer camps (leadership camp, June Camp, and summer band)

Audition Elements:

- marching fundamentals – as taught at practices
- teaching fundamentals – you may be asked to teach a demonstration group a randomly selected skill
- All field leadership candidates will teach a marching fundamental to a small demonstration group
- All field leadership candidates will teach a short musical excerpt to a small demonstration group
- Drum Major and Captain candidates must demonstrate conducting skills as taught at practices
- Drum Major and Captain candidates must answer interview questions posed by audition judges

Application:

- Obtain all required signatures
- Turn in the completed application and all requested materials by the posted deadline

Service Requirements:

- Service to the band beyond that requested of the general membership is expected.
- Documentation of hours is required as part of the selection process. Use the attached form to track your hours.
- Students need to exhibit with proof 20 hours of service to the band or orchestra. Instead of the 20 hours, leader candidates may organize a project in which they lead students on a director-approved project.

