**Band Officers and Offices**

# THE BAND COUNCIL (Student Leadership Team)

 The band council is comprised of all Band officers.

**1. DRUM MAJORS**

 DUTIES:

1. Acts as field leader of the Marching Band.
2. Assists in the teaching of basic marching fundamentals.
3. Assists in maintaining good discipline in the band. Remember, they look to you for guidance. Be vocal, be active and be involved.
4. **Assists directors in organizational and administrative tasks and 3rd quarter break supervision. Assist the director in organizational items, like chairs and stands in the band room, straightening up any band area, checking for water bottles, copying when needed, etc.**
5. Disseminates information among section leaders. Works closely with Band Captain; cooperating with responsibilities which overlap.
6. Must make stands tunes signs for the football games.
7. Assist Band Captain with Basketball Pep Band.

**2. BAND CAPTAIN** - The Captain is one of the highest-ranking officer of the overall band program and should be an outstanding member of the class.

 DUTIES:

1. **Takes and maintains attendance at All rehearsals and performances.**
2. **Leads Clean-up throughout the marching season.** Assigns freshmen to Clean-up and ensures that it is done properly.
3. **Writes and sends ALL band activity newspaper articles in a timely manner. In conjunction with the band secretary and publicity committee.**
4. Helps maintain discipline in the band room and on the field. Be vocal and jump in to help as needed, even outside of your normal section.
5. **Assists Directors in organizational and administrative tasks, like chairs and stands in the band room, straightening up any band area, checking for water bottles, etc.**
6. Verifies that other officers are meeting their responsibilities.
7. **Reserves seats for and greets the visiting band**.
8. Organizes and leads the Basketball Pep Band during Basketball Season.
9. Ensures that Officers and Freshmen Clean-up leave the bandroom in proper order.
10. Work with Secretary on Publicity and Social Media or does the job if no secretary.

**3. SECRETARY / Social Media**

DUTIES:

1. Assists with attendance at all rehearsals and performances.
2. Maintains and distributes band items such as reeds, flip folders, etc..
3. Maintains and keeps up to date social media.
4. Responsible for taking pictures at every band event, maintaining memorabilia for the band banquet and video, posting signs about upcoming band events and concerts, contributing content to the website and any other work deemed to fall under this category. The secretary may select up to 2 people to work on a publicity committee.
5. **Assists directors in organizational and administrative tasks, like chairs and stands in the band room, straightening up any band area, checking for water bottles, etc.**

**4. CRUE CAPTAIN**

 DUTIES:

 1. Responsible for making sure all necessary equipment is in order for each rehearsal & public appearance.

 2. Helps with travel arrangements.

 3. In charge of Equipment Crue, appoint new members as necessary. Facilitates loading for ALL events.

 4. In charge of maintenance of the band storage facility and all property we use.

5.**Assists directors in organizational and administrative tasks, like chairs and stands in the band room, straightening up any band area, checking for water bottles, etc.**

**6. HEAD LIBRARIAN**

DUTIES:

1. Helps with issuing of music.
2. Assigns 2 students per class to assist as Librarians (With Director’s approval)

2. Handles record keeping that deals with music library.

3. Sees that all music is filed in good order and library is organized and clean.

4. All copying that needs to be done must be done in a timely manner.

 5. **Assists directors in organizational and administrative tasks, like chairs and stands in the band room, straightening up any band area, checking for water bottles, etc.**

 **7. SECTION LEADERS – They are chosen by the band director.**

DUTIES:

1. Responsible for their particular section during marching season.

2. Help individuals with their parts.

3. Check off parts for their section during marching season and turn those in to the secretary.

4. Supervises uniform issuing and collection before and after games.

5. Responsible for overall attitude and contribution of their section to the marching band.

6. Section leaders check uniform bags as specified by the directors.

8. Responsible for designing a section t-shirt if the section wants one. They also collect all the money and order the shirts on their own. This is not a band director responsibility.

9. Remediation sessions are the responsibility of section leaders and highly encouraged.

10. Section leaders will remind their sections to stay after each game in order to make sure all uniforms are inspected and hung properly before any of the section members may leave.

11. **Assists directors in organizational and administrative tasks, like chairs and stands in the band room, straightening up any band area, checking for water bottles, etc.**

12. **\*\*\*Pit Captain:** in addition to the above duties, the pit captain is also responsible for making sure all equipment is brought to and returns from the field in a timely manner to be ready at the start of the rehearsals, games, etc. When returned to the band room, all equipment must be organized according to the needs of the band director (either in band class set or up against the wall for storage). All doors that lead outside must be closed and secured. All loose music, parts, etc. must be picked up and stored properly in its correct place. It is the pit captain’s responsibility to make sure the entire section assists in the movement of all equipment. The pit captain must stay until all equipment is in its correct place.

13. \*\*\***Drumline Captain:** in addition to the above duties 1-11, the drum captain is also responsible for making sure the Drum room is kept clean and orderly. It is not their responsibility to clean it up, but it is their responsibility to make sure the other drum line members know to keep it maintained properly. This includes all bass drum stands, tenor stands, etc. and any other equipment used by the drum line in an indoor rehearsal. All stands MUST be put back in the drum room and stored in its proper place.

**8. UNIFORM CHAIRMAN-** The head uniform officer is responsible for issuing and maintaining inventory of all band uniforms. This person works closely with the band directors and the band booster club. The uniform Officer will also appoint 1 or 2 people per class to assist as a uniform committee member (approved by the band director)**. Assists directors in organizational and administrative tasks, like chairs and stands in the band room, straightening up any band area, checking for water bottles, etc.**

**9. AUXILIARY CAPTAIN (Flag / Majorette)** - This position is auditioned and may be re-auditioned at the discretion of the directors.

 DUTIES:

 1. Assists in teaching of drill.

 2. Keeps up with guard attendance.

 3. In charge of seeing that guard property is loaded.

 4. In charge of inventory property at all times during the season.

 5. Creates and teaches routines as specified by the Auxiliary Staff

 6. Serves as a band officer.

7. **Assists directors in organizational and administrative tasks, like chairs and stands in the band room, straightening up any band area, checking for water bottles, etc.**

1. **Lieutenants (Managers)**

DUTIES

1. Assist with setting drill and marching fundamentals.

2. Lt’s are in charge of clean-up for the entire season in conjunction with the Band Captain.

3. Assigning Lockers and putting information into charms

4. Assigning School owned instruments and putting information into charms

If an officer can no longer fulfill their duties, they will be replaced at the discretion of the band director.

All officers are responsible for assigning a suitable replacement for the homecoming game if they are not required to attend.

Other Officer Duties may be assigned at the Director’s Discretion.