

# Orchestra Officer Information 2016-2017

*\*\* Thank you for your interest in becoming an orchestra officer! Being an orchestra officer is a privilege that is reserved only for students who have an outstanding attitude and be exceptional in cooperation skills, willingness to serve, leadership, musicianship, and in the ability to get along with others. The behavior of any orchestra officer should be the standard by which we measure each and every orchestra member\*\**

## **DUTIES THAT WE ALL SHARE:**

- Attending all officer meetings
- Responding promptly to all of Mr. Porter and Ms. Mohi's emails.
- Attending school events to represent the orchestra as needed throughout the year (Fish Camp, Future Falcon Night, etc.)
- Creating a welcoming and friendly atmosphere for all orchestra students at all times
- Participating in all orchestra social events and creating excitement about trips, spirit nights, etc. for all other orchestra students
- Advocating for the orchestra program in a positive way- encourage other students to seek help when necessary
- Promote orchestra activities by word of mouth, social media, etc.
- Announcing information about social events and buddy events during class
- Announcing student birthdays during class
- Keep DMZ (officer area) clean and organized throughout the year
- Assisting Mr. Porter and Ms. Mohi with various tasks as necessary throughout the year
- Demonstrate exceptional concert etiquette at all OTHS orchestra concerts
- Helping each other complete large tasks (i.e. EVERYONE should help with calendar, birthday board, and manual labor for social events even though each officer has his/her own specific responsibilities)
- Failure to meet orchestra officer expectations may result in removal from office. Being an orchestra officer is a privilege! Take personal responsibility for your duties!

## **President**

The orchestra president is the chief student representative for our organization. This should be someone who has a vision for our orchestra family and who has a desire to be the "go to" student that all other orchestra members look up to. The president must have great leadership skills.

### **Requirements and Responsibilities**

- Seniors only with at least one year of orch experience
- Familiarizes himself or herself with duties of all officers and delegates tasks to appropriate person when necessary
- Presides over and conducts all officer meetings in collaboration with Mr. Porter or Ms. Mohi
- In the event that orchestra directors cannot attend officer meetings, president will report to Mr. Porter or Ms. Mohi to give a report about what was discussed at the meeting
- Keeps all meetings and activities on task including preparing written agendas for officer meetings

- Organizes and oversees the orchestra banquet (theme, décor, officer dance, student awards, etc.)
- In charge of announcements at all social events
- Serves as communication liaison between officers and orchestra directors
- Provide input as “the voice” of the senior class when asked for opinions regarding social events, etc.

## **Vice-President**

### **Requirements and Responsibilities**

- Junior or Senior with at least one year of orch experience
- Assist Orchestra President with all of his/her tasks as needed throughout the year
- Serves as president in the event that the elected president can no longer serve or is not available for an event
- Organize and assign buddies and mentors to each other for the orchestra buddy program
- Work with Social Officer to organize buddy events and activities throughout the year
- Organizes Senior Awards for banquet

## **Crew Chief(s)**

### **Requirements and Responsibilities**

- Sophomore, Junior, or Senior with at least one year of orch experience
- Must be present for all set up/tear down of all orchestra events (including junior high concerts hosted at OTHS)
- Oversee and lead students who have signed up for crew in setting up and tearing down rehearsal/concert spaces as necessary throughout the year
- Take attendance at all crew opportunities; report to Mr. Porter or Ms. Mohi if someone is missing

## **Historians**

Historians should be people who are interested in documenting events and activities of the orchestra. The historians should be creative, and be familiar with slide show/video editing software. A team of historians would ideally include one person who is good at arts and crafts (scrapbook, bulletin board), and one person who is good at working with computers (slideshow, video editing), but this is not required. Both historians should be comfortable taking pictures and videos throughout the year.

### **Requirements and Responsibilities**

- Two people running together- sophomores, juniors, or seniors with at least one year of orchestra experience
- Taking pictures at all concerts, social events, trips, etc.
- Collecting pictures from all events from orchestra students
- Putting together and updating the orchestra bulletin board (in fine arts hallway)
- Compiling Scrapbook and End of Year Banquet slideshow
- Planning, overseeing/recording officer concert etiquette video
- Have access to slideshow/ video editing software

## **Secretary**

The secretary should be someone who is very organized and can help keep track of attendance as well as reminding officers of student birthdays throughout the year.

### **Requirements & Responsibilities**

- Sophomore, Junior, or Senior with at least one year of orch experience
- Keep track of attendance at officer meetings with hard copy Sign-In
- Keep track of attendance at buddy meetings with hard copy Sign-In
- Timely completion and updating of Birthday Board; making sure all officers are aware of birthdays in each class
- Making sure that birthday bags are always in stock and ready to go
- Timely completion and updating of wall calendar each month- check dates with Mr. Porter or Ms. Mohi before putting the calendar up

## **Head Librarian**

The Head Librarian is someone who is efficient, organized, and can write program notes in a timely manner. Ideally, this should be someone who has experience being an orchestra librarian.

### **Requirements and Responsibilities**

- Sophomore, Junior, or Senior with at least one year of orchestra experience
- Responsible for keeping the orchestra library neat and organized (file music as necessary throughout the year)
- Copying all orchestra music as indicated by Mr. Porter and Ms. Mohi
- Provide copies for students if they lose their music **promptly**
- Write program notes for orchestra concerts in a timely manner
- Divide program notes between other librarians and divide music copying jobs between other librarians throughout the year

## **Assistant Librarians**

### **Requirements and Responsibilities**

- Sophomore, Junior, or Senior with at least one year of orch experience
- Assist Head librarian in keeping the orchestra library neat and organized
- Assist Head Librarian in copying all orchestra music and in providing extra copies to students as needed
- Assist Head Librarian in writing program notes for every concert in a timely manner

## **Social Officer**

The Social Officer is someone with an outgoing personality who "brings the life to the party." He/she is the driving force behind all orchestra social events and encourages all orchestra members to attend.

### **Requirements and Responsibilities**

- Sophomore, Junior, or Senior with at least one year of orch experience
- Planning and coordinating all orchestra social events (freshman breakfast, buddy meetings, movie nights, etc.)
- Planning and coordinating all buddy meeting activities/interactions
- Overseeing all orchestra social events (delegating tasks to other officers as necessary, making sure everyone is included, making sure everyone cleans up before they leave, etc.)

- **All social event dates should be planned in June for the following school year in cooperation with Mr. Porter or Ms. Mohi**

## **Sophomore Representative**

### **Requirements and Responsibilities**

- Sophomore (in Fall 2016) with at least one year of orch experience
- Assist other officers with tasks as needed throughout the year
- Encourage sophomore class members to attend all social events
- Provide input as "the voice" of the sophomore class when asked for opinions regarding social events, etc.

## **Freshman Representative**

### **Requirements and Responsibilities**

- Freshman (in Fall 2016) with at least one year of JH orchestra experience
- Assist other officers with tasks as needed throughout the year
- Encourage freshman class members to attend all social events
- Provide input as "the voice" of the sophomore class when asked for opinions regarding social events, etc.

## What gives a man or woman the right to lead?

It certainly isn't gained by election or appointment. Having position, title, rank or degrees doesn't qualify anyone to lead other people. And the ability doesn't come automatically from age or experience, either. No, it would be accurate to say that no one can be given the right to lead. The right to lead can only be earned. And that takes time.

### The Kind of Leader Others Want to Follow

The key to becoming an effective leader is not to focus on making other people follow, but on making yourself the kind of person they want to follow. You must become someone others can trust to take them where they want to go. As you prepare yourself to become a better leader, use the following guidelines to help you grow:

- 1. Let go of your ego.**  
The truly great leaders are not in leadership for personal gain. They lead in order to serve other people. Perhaps that is why Lawrence D. Bell remarked, "Show me a man who cannot bother to do little things, and I'll show you a man who cannot be trusted to do big things."
- 2. Become a good follower first.**  
Rare is the effective leader who didn't learn to become a good follower first. That is why a leadership institution such as the United States Military Academy teaches its officers to become effective followers first—and why West Point has produced more leaders than the Harvard Business School.
- 3. Build positive relationships.**  
Leadership is influence, nothing more, nothing less. That means it is by nature relational. Today's generation of leaders seem particularly aware of this because title and position mean so little to them. They know intuitively that people go along with people they get along with.
- 4. Work with excellence.**  
No one respects and follows mediocrity. Leaders who earn the right to lead give their all to what they do. They bring into play not only their skills and talents, but also great passion and hard work. They perform on the highest level of which they are capable.
- 5. Rely on discipline, not emotion.**  
Leadership is often easy during the good times. It's when everything seems to be against you—when you're out of energy, and you don't want to lead—that you earn your place as a leader. During every season of life, leaders face crucial moments when they must choose between gearing up or giving up. To make it through those times, rely on the rock of discipline, not the shifting sand of emotion.
- 6. Make added value your goal.**  
When you look at the leaders whose names are revered long after they have finished leading, you find that they were men and women who helped people to live better lives and reach their potential. That is the highest calling of leadership—and its highest value.
- 7. Give your power away.**  
One of the ironies of leadership is that you become a better leader by sharing whatever power you have, not by saving it all for yourself. You're meant to be a river, not a reservoir. If you use your power to empower others, your leadership will extend far beyond your grasp.