

# EAST LAKE SILVER SOUND

## LEADERSHIP POSITIONS AND RESPONSIBILITIES

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### **Drum Major**

The Drum Major is considered a top officer position, occupying a seat on the Leadership Council. Throughout the year, the Drum Major will work closely with the Director and the Band Captain. Responsibilities of the Drum Major include, but are not limited to, the following:

- ♪ Supervise and assist other officers;
- ♪ Demonstrate a high level of pride and spirit;
- ♪ Set the example at all times in dress, leadership, punctuality, alertness, and attitude;
- ♪ Study scores thoroughly with Director and staff in order to assist with sectionals for all instruments;
- ♪ Assist Director and staff with rehearsals as needed;
- ♪ Conduct rehearsals;
- ♪ Maintain discipline of the band at all times;
- ♪ Responsible for moving the band from place to place in an orderly fashion;
- ♪ Know when to bring the band to attention, parade rest, etc.
- ♪ protocol/flourishing/marching/etc. at every performance
- ♪ Conduct all marching performances/parade performances;
- ♪ Maintain and organize Music Library; Assist with copying, when needed;
- ♪ Attend sectionals scheduled by other officers
- ♪ Ensure that the field is correctly marked/dotted;
- ♪ Monitor band room, instrument storage, and library;
- ♪ Assist membership with marching basics and warm-up;
- ♪ After marching season, assist the Director with planning, recruiting, and the general well-being of the program;
- ♪ Work with other officers to plan the Band Banquet;
- ♪ Work with Director and other officers to plan Fundraisers by end of October;
- ♪ Assume/assist with **all** officer duties

**Note: The Drum Major must attend a summer Drum Major camp. If chosen, and this stipulation is an issue, we will make alternative arrangements.**

Mr. Black will be offering help on conducting after school. Please see him then if you have any questions/concerns about your audition/interview. Remember that taking the initiative yields positive results.

### **Band Captain**

The Band Captain occupies a seat on the Leadership Council and is considered the top position within the band. Throughout the year, the Band Captain will work closely with the Director and the Drum Major. Responsibilities of the Band Captain include, but are not limited to, the following:

- ♪ Oversee and maintains functions of all band officers;
- ♪ Set the example at all times in dress, leadership, punctuality, alertness, and attitude;
- ♪ Compile roll at each rehearsal (including in-class rehearsals) with help of quartermaster;
- ♪ Work with the Drum Major while on the field by being an **exemplary** band member;
- ♪ Supervise sectionals and ensure Section Leaders have regular sectionals;
- ♪ Monitor band room, instrument storage, and library;
- ♪ Assist Director with administrative/clerical duties when needed;
- ♪ Collect important forms from the membership;
- ♪ After marching season, assist the Director with planning, recruiting, and the well-being of the program;
- ♪ Help coordinate mentorship programs both within the band and at ELMS and Carwise.
- ♪ Assume/assist with **all** officer duties

**Guard Captain(s)**

The Guard Captain(s) occupy a seat on the Leadership Council, and each is responsible for coordinating and organizing the Guard in the Marching Band AND Winter Guard programs. In addition to assisting the staff in any way deemed necessary, his/her responsibilities include, but are not limited to, the following:

- ♪ Be the role model for their section;
- ♪ Set the example at all times in dress, leadership, punctuality, alertness, and attitude;
- ♪ Assist Band Captain in taking roll at each rehearsal/performance;
- ♪ Help teach marching basics/routines, if necessary;
- ♪ Rehearse/coach the guard in class;
- ♪ Meet with members who need extra help outside of practice time;
- ♪ Act as liaison between the Director and the Guard;
- ♪ Organize team-building activities on a regular basis;
- ♪ Maintain discipline of the Guard;
- ♪ Ensure all guard equipment is transported to/from each rehearsal/performance;
- ♪ Lead guard/dancers in warm-up, when necessary;
- ♪ Ensure that all Guard members put equipment/uniforms away correctly after each performance/rehearsal;
- ♪ Actively participate in Fundraisers;
- ♪ Organizing recruitment efforts at ELMS

**Band Sergeants**

The Band Sergeant occupies a seat on the Leadership Council, and is responsible for assisting the Drum Major, Band Captain, and section leaders in the marching band. In addition to assisting the staff in any way deemed necessary, his/her responsibilities include, but are not limited to, the following:

- ♪ Set the example at all times in dress, leadership, punctuality, alertness, and attitude;
- ♪ Assist with setting drill on the field;
- ♪ Help teach marching basics/routines, if necessary;
- ♪ Monitor band room, instrument storage room, practice rooms and library;
- ♪ Maintain up-to-date band boards, both in and out of the band room;
- ♪ Set-up chairs for rehearsal;
- ♪ Assist with taking attendance during concert/marching rehearsals;
- ♪ Assist with library/copy requests;
- ♪ After marching season, assist the Director with planning, recruiting, & well-being of the program;
- ♪ Maintain discipline of sections in the stands during football games/competitions
- ♪ Fulfill any duties/obligations asked by the Director

## Section Leaders

This is the person who will *run each section*, from a disciplinary, marching, and musical perspective. Section Leader responsibilities include, but are not limited to, the following:

- ♪ Be the role model for your section;
- ♪ Develop pride within your section for the Silver Sound Marching Band
- ♪ Innovate team-building activities for your section
- ♪ Assist Band Captain in taking roll at each rehearsal/performance;
- ♪ Constantly monitor your section for following the rules of rehearsal (proper warm-up, posture, no talking, knowing music, no gum, etc.);
- ♪ Check prepared music assignments/memorization for your section and report to Director;
- ♪ Conduct inspection of your section before performance and report infractions to designated Band Captain/Drum Major;
- ♪ Regularly arrange and conduct sectionals for your section, both playing and marching, in a mature manner (*Twice a week preferred*); **this will continue into concert season.**
- ♪ Get your section to set quickly;
- ♪ Make sure section members are seated in the correct formation in the stands;
- ♪ Check instruments in/out with Quartermaster;
- ♪ Maintain instrument and equipment condition and inventory for your section;
- ♪ Regularly conduct instrument accessory inspection (acceptable mouthpiece, at least 3 working reeds, pencil in folder, proper music, sticks/mallets, etc.);
- ♪ Organize, distribute, and copy music/drill with Librarian;
- ♪ Ensure that necessary equipment is transported to and from each rehearsal or performance by personally assisting with the loading of instruments / props / equipment under supervision of Quartermaster;
- ♪ Assist Director and Quartermaster with maintenance of storage areas, school instruments, equipment, uniforms, etc.;
- ♪ Ensure that section uniform parts are returned after each performance;
- ♪ After band functions, check the band room for any left uniform parts, instruments, music, etc.
- ♪ After marching season, assist the Director with planning, recruiting, & well-being of the program.
- ♪ Assist in any way deemed necessary by the Director or staff.

### **Section Leaders will be for the following groups:**

- ♪ Upper Woodwinds (may split into Flute and Clarinet section leaders if numbers permit),
- ♪ Saxophones,
- ♪ High Brass (may split into Trumpets and Mellos if numbers permit),
- ♪ Low Brass (may split into Bones/Tones and Sousas if numbers permit)
- ♪ Battery
- ♪ Front Ensemble

## Librarian

The Librarian's responsibilities include, but are not limited to, the following:

- ♪ Maintain order of the ELHS instrumental music library
- ♪ Issue and maintain records of music, folders, instrument folder slots
- ♪ Catalogue new additions to the library
- ♪ Prepare sight-reading envelopes for rehearsals
- ♪ Make any necessary copies of music/drill
- ♪ This position is not for the undedicated – our band RUNS on music and organization.
- ♪ Hint: You *will* be asked to recite "Score Order"

**Quartermasters**

The Quartermasters' responsibilities include, but are not limited to, the following:

- ♪ Issue school-owned instruments with help of Director or assistant
- ♪ Collect instrument rental forms
- ♪ Maintain order of instrument room, band room, and percussion room.
- ♪ Ensure all instruments/equipment are loaded prior to any away performance
- ♪ Assemble and supervise several teams to move percussion equipment/drum major podium/electronics to and from rehearsal/home performances
- ♪ Assemble and supervise teams to assist with setting up the room after each rehearsal

**Uniform Chair**

The Uniform Chair's responsibilities include, but are not limited to, the following:

- ♪ Work with band parents/volunteers to maintain, organize, distribute and retain uniforms.
- ♪ Arrive early to band events to ensure uniforms are distributed
- ♪ Enlist uniform distribution assistants to streamline process
- ♪ Ensure plumes/feathers are packed and brought on the bus/truck for away performances
- ♪ Maintain an accurate log of missing uniform parts, notify parents/students of missing uniform parts
- ♪ Assist with cleaning of uniforms and uniform room
- ♪ Ensure all uniform parts are removed from the band room after each event