

CENTURY HIGH SCHOOL CHOIRS LEADERSHIP HANDBOOK

LEADERSHIP

THE JOB OF ANY LEADER: To do the job that needs to be done, when it needs to be done, whether you want to do it or not.

SIX MYTHS ABOUT LEADERSHIP

- Leadership is a rare skill.
- Leaders are born.
- Leaders are created by dramatic events.
- Leaders control.
- Leaders are charismatic.
- Lead, follow, or get out of the way.

TRUTHS ABOUT LEADERSHIP

- Leaders are leaders when they are doing their job; all other times they are model students.
- Leaders put others before themselves.
- Leaders are understanding, yet hold to what is right.
- Leaders make an effort to communicate effectively.
- Leaders stay focused on the task at hand.

ATTITUDE

(THE MAGIC WORD)

10 TIPS FOR LEADERSHIP

(Notice that all ten rules have an action word. To be a leader, you must be a person of action)

LEARN TO REMEMBER NAMES.

BE A COMFORTABLE PERSON, SO THAT THERE IS NOT STRAIN IN BEING WITH YOU.

DON'T BE EGOTISTICAL.

TRY TO BE INTERESTING, SO THAT PEOPLE WILL GET SOMETHING FROM KNOWING YOU.

STUDY TO GET OUT THE SCRATCHY ELEMENTS OF YOUR PERSONALITY.

EARNESTLY TRY TO HEAL ANY AND ALL MISUNDERSTANDINGS.

PRACTICE LIKING PEOPLE, UNTIL YOU LEARN TO DO IT GENUINELY.

NEVER MISS AN OPPORTUNITY TO CONGRATULATE SOMEONE ON ACHIEVEMENT, OR TO EXPRESS SORROW FOR THEIR UNHAPPINESS OR MISFORTUNE.

GIVE SPIRITUAL STRENGTH TO PEOPLE, AND THEY WILL GIVE GENUINE AFFECTION TO YOU.

10 TIPS FOR RESPONSIBILITY

(These are vital to the smooth operation of the choir classroom and program.)

They require focus and attention to what is happening around you.)
IF YOU OPEN IT. . . YOU CLOSE IT

IF YOU TURN IT ON. . . YOU TURN IT OFF

IF YOU UNLOCK IT. . . YOU LOCK IT BACK UP

IF YOU BREAK IT. . . YOU REPLACE IT

IF YOU CAN'T FIX IT. . . YOU CALL SOMEONE WHO CAN

IF YOU BORROW IT. . . YOU RETURN IT

IF YOU VALUE IT . . . YOU TAKE CARE OF IT

IF YOU MAKE A MESS . . . YOU CLEAN IT UP

IF YOU MOVE IT. . . YOU PUT IT BACK

IF IT'S NONE OF YOUR BUSINESS. . . DON'T ASK QUESTIONS

IF IT WILL BRIGHTEN SOMEONE'S DAY. . . SAY IT

CHS Choir Council Expectations Revised 11/15/10

General Expectations

The following lists the general expectations of ALL choir council members:

CHS Choir Council Members will:

- 1. Attend weekly meeting early morning on Mondays in the Choir Room. Any absences *MUST* be cleared at least twenty-four hours in advance.**
- 2. Be at all home concerts at least 30-60 minutes before call time to assist with set up and attendance procedures.**
- 3. Be known in your choir and by other council members so you can be a useful filter at festivals, performances, concerts, etc.**
- 4. Be knowledgeable about performance procedures so you can effectively serve as a filter for other choral students.**
- 5. Be aware of their status as role models to the entire Choir Union and be looked on to provide examples both in and out of rehearsal that support this belief.**
- 6. Be an exemplary member of the CHS Choir Council; being a positive role model and practicing good rehearsal habits including (but not limited to) attendance, punctuality, preparedness, and focus, as well as serving as a mentor to new students in the choral program.**
- 7. Choir council members must maintain an academically eligible GPA throughout the year.**

8. Be respectful of members in the other choirs.

Specific Duties and Responsibilities

THIS IS NOT A DEMOCRACY! The President and President-Elects are appointed. All other positions are applied for (see attached application). The outgoing President, the new President, the President-Elect and the director will review the applications and select who is best for each position. If not all positions are filled during the application process, they will be filled later by appointment.

President

The President is responsible for assisting with all non-musical decisions. This includes, but is not limited to planning of non-rehearsal events, planning of tours and festivals, hair police, and leading the choir council. The President needs to be on call at all times and also will serve as the director's personal assistant at all festivals and during the school days. It is highly recommended that the President also be a TA (Teacher's Assistant) for choir. Needless to say, the Presidency demands the highest level of commitment. It is expected that the President will be "on duty" during all their "free-time" including lunches, after and before school for the benefit of the Choir council. The President is also responsible for "mentoring" and teaching the President-Elect as much as they can, and include them in all discussions, planning sessions, and decisions. Upon the graduation of the President, the President-Elect becomes the new President.

President-Elect

The President-Elect's primary job is to learn how to be President. They are required to assist the President, many times having tasks delegated to them. The position of President-Elect is appointed by a committee consisting of the current President-Elect, the outgoing President, and the director. It is a two-year commitment, serving their Junior year as President-Elect and their Senior Year as President.

Secretary

The Secretary assists the director with office duties, including but not limited to: updating choir calendar regularly, writing announcements on the board, handing out and/or collecting paperwork, reminding the director of announcements and dates, making copies, keeping choir room organized and neat, taking notes for the director of important information. This person has the responsibility of communicating with the director in plenty of time about each concert program, flyers, and tickets so they can design and type out these items to send to printing.

Section Leader

Section Leaders are responsible for the general morale of their section. They need to be effective communicators, able and willing to pass on pertinent information to their section. Section leaders need to gain a functional knowledge of their part as early as possible so they can best assist their section. **THIS WILL REQUIRE OUTSIDE OF CLASS STUDY!** They need to be able to lead sectionals and rehearsals in the absence of the director. Younger section leaders (i.e. not in Century Singers) are encouraged to seek assistance in building these skills through the Century Singers Section Leaders and the director. The Section Leader needs to ask another student to be assistant section leader in the case of his/her absence. It is recommended that Section Leaders have and use decent piano skills so as to lead their sectionals by being able to play the parts. If a section leader cannot play the piano, he/she needs to find and assign someone in their section to play during sectionals. Starting in the 2010-2011 school year, Century Singers Section Leaders must run a mandatory weekly sectional either before school, during lunch, or after school. In addition, they need to provide mentoring for younger section leaders as per their request. Section Leaders also must be available for helping the President and the director during concerts, festivals, etc.

Head Librarian

The Head Librarian must be in close communication with the director about what pieces of music are to be selected, copied if necessary, handed out, and collected from each choir. The Head Librarian must be very organized and keep the choir library very organized. This person will prepare all pieces of music for each choir in plenty of time to be handed out to the Assistant Librarian from each choir. This person is allowed to use the copy machine by the permission of the director.

Assistant Librarians (One for each choir)

These people are to be in close communication with the Head Librarian about what pieces of music are to be handed out to their specific choir. They are allowed to use the copy machine only with the permission of the Head Librarian or the director.

Student Director

The Student Director must be someone who is interested in 'trying out' conducting and leading a choir in view of a potential music major. This person must be a willing and enthusiastic learner. This person will rehearse at least one piece to conduct on a concert, but also learn to conduct all pieces in case of the absence of the director.

Uniform Managers (One Female/One Male)

These people are in charge of measuring each student of their gender, documenting measurements and uniform numbers, and assigning all uniforms at

the beginning of the year. If any items need to be ordered, these people will immediately let the director know in written form in plenty of time before the first performance. Before the first performance, a uniform check will take place to make sure every choir student has all correct pieces of attire. At any performance, these people will inspect every choir student to make sure their uniform is correct, neat, and professional.

During the year, updated documentation of students dropping or joining must be given to the director. Throughout the year, students must be reminded to dry clean their uniforms at least once. The uniform closets and racks must be kept neat and organized throughout the year, especially following performances. At the end of the year, uniform managers will collect and document the return of all uniforms, take them to the dry cleaners, pick them up from the dry cleaners, and return them to the uniform closets.

Captain of the Brute Squad

This person is in charge of organizing and overseeing any labor needed. This includes the set-up and tear-down of risers, the choral shell, piano and platforms. This also includes the movement of uniforms and luggage when the choirs are at festivals or tour. It is the responsibility of the Captain of the Brute Squad to keep track of volunteers so they are compensated for their time.

Historian

The Historian is responsible for all Choral publicity at school, and serves as a liaison to Yearbook, Snakeskin, and community papers. This person is responsible for keeping track of pictures from ALL choirs throughout the year and putting together a slide show for the End of Year concert and get-together.

Choir Representatives

There will be one or two reps from each choir. Reps are expected to represent the opinion of their entire choir and bring up any concerns their choir members have. They are also in charge of making new members of their ensemble feel welcome and keeping tabs on the general morale of the choir.

Reps will need to always be aware of any announcements that need to be made to their choir, as well as constantly remind students about bringing in fees, fundraising money, auction items, and any other items students bring in.

Events Manager

This person is in charge of any extra choir events, including festivals, honor choirs and retreats that are hosted at Century High School. He/she will help the director organize and run all personal and activities at choral events. This person also needs to have a selection of fun activities to use when necessary.

