

**DESERT OASIS HIGH SCHOOL
BAND LEADERSHIP HANDBOOK
2015/2016**



Director - Mr. Nathan Geyer
nbgeyer@interact.ccsd.net
(702) 799-6881 x 4040

Purpose

This leadership handbook was created as a tool for insuring a standard in the student leadership organization of the Desert Oasis High School Bands. The handbook ensures that all leaders and officers are knowledgeable of the tasks and duties associated with their position so they may perform their assigned responsibilities with accuracy and efficiency.

The leadership of the Band plays an integral role in ensuring that morale, spirit, and tradition is kept for all students involved in the organization. To ensure the reliability, integrity, and efficiency of the band program, all leadership members must adhere to the rules and regulations stated in this leadership handbook. Leaders will also adhere to the regular band handbook general regulations or face possible removal of office.

Offices & Positions

Listed below are the job descriptions of the Desert Oasis Band Leadership group. It is impossible to list every duty for each position; however, this purpose is to get a general idea of the expectations. Remember that every job is a year-long position.

Drum Major

The purpose of the Drum Major is to serve as a student conductor of the Desert Oasis High School Marching Band. Beyond the conducting component of the position, the Drum Major is also responsible for a limited amount of teaching throughout the marching season, and assists with the general operation of the marching band. The Drum Major is selected in the spring of the previous school year and must have served at least one year as a member of the marching band. Audition information will be made available to all interested persons well in advance of the audition date. All students who earn the privilege of being a Drum Major are subject to the rules and regulations as stated in the Desert Oasis High School Band Leadership Handbook.

Other duties are not limited to but include:

- Demonstrating an acceptable knowledge of all conducting styles
- Demonstrating an understanding of score reading
- Memorizing all marching music including stand tunes
- Act as the liaison between the director and section leaders and band members
- Demonstrate and teach marching fundamentals
- Help with uniform inspections prior to performances
- Help with attendance at every rehearsal and performance
- Assist with recruitment
- Assist in all major events (ex: Banquet)
- Assist in making sure everything is set-up for rehearsals on time
- Conduct warm-ups and stretching at every rehearsal
- Assist the Officers in planning and implementing of events

Section Leader

The purpose of a section leader is to serve as a student leader within his or her section. Beyond a limited amount of teaching during the marching season, the section leader also assists with the general operation of the marching band. The section leader's primary responsibility is the marching aspect of the program, but may extend into other aspects under certain circumstances. Section leaders are selected by the director through a student leadership application process available to all interested students at the end of the previous school year. Their responsibilities include taking attendance of their section, uniform and equipment inspection, calling and running sectionals, and maintaining discipline during rehearsal. All students who earn the privilege of being a section leader are subject to the rules and regulations as stated in the Desert Oasis High School Band Leadership Handbook.

Other duties are not limited to but include:

- Teaching of sectionals (both marching & music)
- Must schedule at least 3 sectionals (one in Sept., Oct, & Nov). A lesson plan must be turned into the directors prior to the date and after stating what was to be accomplished and what actually was accomplished.
- Responsible for coordinating fun section gatherings or activities at least once a month.
- Memorizing all marching music one week prior to the due date
- Must play off music on their primary instrument one week prior to the due date
- Act as the liaison between the director and band members
- Responsible for the conduct of their section in rehearsals and performances

- Demonstrate and teach marching fundamentals
- Offer extra guidance in music and drill
- Help with uniform inspections prior to performances
- Help with attendance at every rehearsal and performance
- Assist with recruitment
- Assist in all major events (ex: Banquet)
- Assist in making sure everything is set-up for rehearsals on time

President

The President is responsible for running and presiding at every leadership meeting. He or she must also:

- Attend all leadership meetings
- Arrange 1 meetings a month with the other presidents in the performing arts hall and STUCO
- Work in conjunction with the band directors on all projects and scheduling of projects
- Oversee all Officers to make sure they are fulfilling their assigned duties.
- Must help in planning of major events (ex: Band Banquet, Homecoming, etc...)
- Must attend every scheduled booster/parent meeting and present to the band boosters the goals of the officers for the month

Vice President

The vice president is responsible for planning and administering all activities and events. He or she must also:

- Attend all leadership meetings
- Fill in for the president if he/she cannot fulfill one of their duties
- Work in conjunction with the Officers on planned activities
- Arrange for at least 2 community service projects for the band to participate in.

Secretary

The secretary is responsible for maintaining a record of all board meetings. He or she must also:

- Attend all leadership meetings
- Provide a detailed agenda at the start of every leadership meeting to all members
- Present a detailed meeting minutes to the band director after the meeting which includes: people in attendance, start and end time of the meeting, items on the agenda and what was discussed and/or decided.
- Maintain a binder with all the agendas and meeting minutes from the year.

Historian(s)

The historian is responsible for photographing, documenting, and organizing the memories of the Band. They must:

- Attend all leadership meetings
- Work in conjunction to the Historians of the Band Booster
- Be responsible for the creation of the slide show for the banquet
- Be in charge of all social media outlets for the Band Program

Rehearsals

Attendance to all in **and** out of school rehearsals is imperative to the success of the overall program.

The following guidelines have been placed for all leadership students.

1. Leadership must have zero (0) unexcused absences. See the DOHS Band handbook for the definition of an unexcused absence. Students will be removed from the position on the first unexcused absence.
2. Leadership must complete all make-up work for excused absences by the given due date as explained in the DOHS Band Handbook. All excused absences must come with the proper documentation and advanced notice for pre-arranged (2 weeks written notice.)
3. Leadership will be allowed one unexcused tardy. On the second unexcused tardy the student will be removed from the position.
4. Leadership is expected to arrive at the rehearsal and be ready to go at least 15 minutes prior to the rehearsal start time (unless otherwise stated for a call time).
5. Leadership will assist with specific jobs pertaining to the rehearsal (Ex: setting up yard line markers, podiums, etc.) Those jobs must be complete 10minutes prior to the rehearsal starting.

Performances

Attendance to all performances is absolutely necessary. The following guidelines have been placed for all leadership students.

1. Leadership must have zero (0) unexcused absences. See the DOHS Band handbook for the definition of an unexcused absence. Students will be removed from the position on the first unexcused absence.
2. Excused absences at performances will not be allowed except in the case of an emergency (severe illness, death in the family, etc). It is at the director's discretion as to an excusable absence from a performance.
3. Leadership will be allowed one unexcused tardy. On the second unexcused tardy the student will be removed from the position.
4. Leadership is expected to arrive for a call time and be ready to go at least 20 minutes prior to the performance call time (unless otherwise stated for a call time).

Meetings

Leadership meetings are important to open the lines of communication between the director(s), leadership, and students. Regular meetings are scheduled throughout the year. Attendance at these meetings is required. Students will be allowed one excused absence to a meeting and one tardy. An unexcused absence will be grounds for removal from the position.

Section leaders, officers and drum majors will meet every **Mon at 3:30pm** during marching season & the first Monday of every month after marching season. They should also expect regular meetings during band camp, after evening rehearsals, and as needed.

Academics

Students must maintain at least a 2.5 grade point average with no F's in any class and NO unexcused absences in any class. Regular grade checks will occur. If a student is in violation of this, they will have two weeks to improve the grade(s). If no improvement has been made the student will be removed from their leadership position.

Other Expectations:

- The leaders of the Desert Oasis Bands are expected to express character, leadership, and service to all members, staff, and director of the band.
- The leaders will always represent themselves in a manner as to not reflect an undesirable image on the organization or school.
- All leaders will express respect and courtesy to fellow leaders, band members, staff, director, and administration.
- Student leaders are expected to complete tasks and duties responsible to them in an efficient, safe, and timely manner.
- Student leaders will follow the direction and instructions set by the director and fulfill those duties with a positive attitude. Support of the director's decision is imperative! Leaders should support the ideals, philosophies, and goals of the band director at all times.
- Attend the Dr. Tim Leadership clinic in the fall – **September 10th**
- Drum Majors are to attend one summer camp (ex: NAU Leadership camp, Fred J. Miller etc.). It is highly recommended that Section Leaders and Officers attend a summer camp.
- Leaders are expected to be premier members of the band by:
 - Memorizing music 1 week prior to the listed due date.
 - Having music and drill charts with them at all rehearsals
 - Having correct rehearsal attire at all rehearsals (ex: marching shoes)
 - Participation in "spirit events"
- **BE A POSITIVE ROLE MODEL!**

DOHS BAND LEADERSHIP HANDBOOK CONTRACT

Congratulations on being selected as a student leader. This handbook was written for all leadership students and their families. After reading the leadership handbook, please complete bottom portion of this page, and return it to the director by **August 28th, 2015**. Failure to return the contract will result in the student being removed from their leadership position.

I, _____, have read and understood the
(student's name - please print)

Desert Oasis High School Band Leadership Handbook. As a _____,
(Leadership position)

I feel as though I can make a positive contribution to the instrumental music program at Desert Oasis High School. As a student leader, I will follow all rules and procedures and expectations outlined herein.

Date: _____

Student Name (Please Print) _____

Student Signature: _____

Parent Name (Please Print): _____

Parent Signature: _____

Home Phone: _____ Parent Work Phone: _____

Parent e-mail address: _____