

# LEADERSHIP JOB DESCRIPTIONS | DUTIES | EXPECTATIONS



The band program promotes student leadership, which is also a learning experience. Student leaders are instructed in peer management, and it is the responsibility of all band members to promote and support this learning opportunity. Student leaders are expected to maintain a higher level of academic success, be model citizens on and off campus, and to be ambassadors of The Ola High School Band Program.

## OFFICER HIERARCHY

Band Director (s)  
 Adjunct Instructional Staff  
 Drum Major (s)  
 Section Leaders – Drumline Captain – Front Ensemble Captain – Guard Captains  
 Logistic Coordinator

## DRUM MAJOR

The DRUM MAJOR(S) manages, conducts, and oversees the marching band. The DRUM MAJOR(S) should act as a role model for all students by being a good band member and musician. The DRUM MAJOR(S) serves as the presiding officer of the marching band.

<p>EXPECTATIONS</p>	<p>1-Know all marching band music and tempos.</p> <ul style="list-style-type: none"> <li>• Know where the music and drill meet.</li> <li>• Know how the percussion parts relate to the winds.</li> <li>• Know the rehearsal drill chunks.</li> </ul> <p>2-Hold yourself and all band members to the highest of standards while being a model band member.</p> <p>3-Get to know each member.</p> <p>4-Be able to transition the band from one location to another.</p> <p>5-Know when and where the band should be at all times.</p> <p>6-Be comfortable speaking in front of the full ensemble.</p> <p>7-Always be present and on time.</p> <ul style="list-style-type: none"> <li>• DRUM MAJOR(S) is expected to be the first to arrive for each function and the last to leave.</li> <li>• Arrive no later than 15 mins. prior to any event.</li> </ul> <p>8-Have music and drill chunks prepared ahead of time.</p> <p>9-Maintain an A in band at all times.</p> <p>10-Be respectful of others.</p> <p>11-Always look for some way to be helpful.</p> <p>12-Maintain high academic standards.</p>
<p>OPERATIONAL DUTIES</p>	<p>1-Assist with the student leadership team by:</p> <ul style="list-style-type: none"> <li>• Relaying information</li> <li>• Holding all leadership team members accountable through setting a good example.</li> <li>• Following up to ensure that equipment is put away.</li> <li>• Monitoring sections during marching band rehearsals to ensure that rehearsal time is being maximized and ran efficiently.</li> </ul> <p>2- Assist with making sure that all needed equipment is present for rehearsals and performances in conjunction with the Logistics Coordinator.</p>

	<p>3-Organize and implement the assembly of marching band music, drill, etc. when needed.</p> <p>4-Assist with distribution of information to band members.</p> <p>5-Be the timekeeper for all breaks.</p> <p>6-Assist the Director(s) with band office management duties.</p> <p>7-Assist with taking attendance at all rehearsals and performances.</p> <p>8-Assist students with marching band music and drill when needed.</p> <p>9-Assist with monitoring student behavior and maintaining the expectations of the band director (s).</p> <ul style="list-style-type: none"> <li>• This includes the band room, during transitions, in rehearsal, on the bus, in the stands, etc.</li> </ul> <p>10-Assist with maintaining clean and orderly facilities.</p> <p>11-Variou s other tasked deemed necessary by the Director(s).</p>
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## SECTION LEADER

The SECTION LEADER is responsible for supporting the band director(s) on delivering the highest quality performance. SECTION LEADERS provide leadership to their assigned section and assist with music and drill in order to provide the highest-level performance. A SECTION LEADER must have excellent communication and leadership skills to provide support, making sure that everyone is contributing to the ensemble.

<p>EXPECTATIONS</p>	<p>1-Know all marching band music and tempos.</p> <ul style="list-style-type: none"> <li>• Know where the music and drill meet.</li> <li>• Know the rehearsal drill chunks.</li> </ul> <p>2-Hold yourself and all band members to the highest of standards while being a model band member.</p> <p>3-Get to know each member in your section.</p> <p>4-Know when and where the band should be at all times.</p> <p>6-Be comfortable speaking in front of your section.</p> <p>7-Always be present and on time.</p> <ul style="list-style-type: none"> <li>• Arrive no later than 15 mins. prior to any event.</li> </ul> <p>8-Have music and drill chunks prepared ahead of time.</p> <p>9-Maintain an A in band at all times.</p> <p>10-Be respectful of others.</p> <p>11-Always look for some way to be helpful.</p> <p>12-Maintain high academic standards.</p>
<p>OPERATIONAL DUTIES</p>	<p>1-Assist with the teaching and correction of marching band fundamentals and drill.</p> <p>2-Lead section rehearsals as needed.</p> <ul style="list-style-type: none"> <li>• Specific instructions for section rehearsals will be given at appropriate times.</li> </ul> <p>3-Set a good example to all members on and off the field.</p> <p>4- Report any behavior issues to the DRUM MAJOR(S).</p> <p>5-Assist with marching and music pass offs.</p> <ul style="list-style-type: none"> <li>• The section leaders must be able to pass off all music before anyone in their section.</li> </ul> <p>6-Ensure that everyone in your section has all needed equipment.</p> <ul style="list-style-type: none"> <li>• Report repair needs to a director(s).</li> </ul> <p>7-Ensure that everyone in your section returns all equipment to its proper place.</p>

## FRONT ENSEMBLE CAPTAIN

The FRONT ENSEMBLE CAPTAIN is responsible for supporting the band director(s) on delivering the highest quality performance. The FRONT ENSEMBLE CAPTAIN provides leadership to the front ensemble and assist with music in conjunction with the drumline in providing the highest-level performance. A FRONT ENSEMBLE CAPTAIN must have excellent communication and leadership skills to provide support, making sure that everyone is contributing to the ensemble.

### EXPECTATIONS

- 1-Know all marching band music and tempos.
  - Know where the music and drill meet.
  - Know the rehearsal drill chunks.
- 2-Hold yourself and all band members to the highest of standards while being a model band member.
- 3-Get to know each member in your section.
- 4-Know when and where the band should be at all times.
- 6-Be comfortable speaking in front of your section.
- 7-Always be present and on time.
  - Arrive no later than 15 mins. prior to any event.
- 8-Have music and drill chunks prepared ahead of time.
- 9-Maintain an A in band at all times.
- 10-Be respectful of others.
- 11-Always look for some way to be helpful.
- 12-Maintain high academic standards.

### OPERATIONAL DUTIES

- 1-Ensure that all members of the section have all needed equipment.
- 2-Ensure that all members of the section put away all equipment in its proper location.
- 3-Be able to efficiently run a rehearsal where time is maximized, and specific rehearsal goals are achieved.
- 4-Ensure that all percussion equipment is properly cared for and not abused.
- 5-Assist with music pass offs.
  - Captains must be able to pass off all music before anyone in their section.
- 6-Assist with maintaining good section attendance at all rehearsals and performances.

## DRUMLINE CAPTAIN

The DRUMLINE CAPTAIN is responsible for supporting the band director(s) on delivering the highest quality performance. The DRUMLINE CAPTAIN provides leadership to the drumline and assist with music in conjunction with the front ensemble in providing the highest-level performance. A DRUMLINE CAPTAIN must have excellent communication and leadership skills to provide support, making sure that everyone is contributing to the ensemble.

### EXPECTATIONS

- 1-Know all marching band music and tempos.
  - Know where the music and drill meet.
  - Know the rehearsal drill chunks.
- 2-Hold yourself and all band members to the highest of standards while being a model band member.
- 3-Get to know each member in your section.
- 4-Know when and where the band should be at all times.
- 6-Be comfortable speaking in front of your section.
- 7-Always be present and on time.
  - Arrive no later than 15 mins. prior to any event.
- 8-Have music and drill chunks prepared ahead of time.
- 9-Maintain an A in band at all times.
- 10-Be respectful of others.
- 11-Always look for some way to be helpful.

	12-Maintain high academic standards.
OPERATIONAL DUTIES	<p>1-Ensure that all members of the section have all needed equipment.</p> <p>2-Ensure that all members of the section put away all equipment in its proper location.</p> <p>3-Be able to efficiently run a rehearsal where time is maximized, and specific rehearsal goals are achieved.</p> <p>4-Ensure that all percussion equipment is properly cared for and not abused.</p> <p>5-Assist with music pass offs.</p> <ul style="list-style-type: none"> <li>• Captains must be able to pass off all music before anyone in their section.</li> </ul> <p>6-Assist with maintaining good section attendance at all rehearsals and performances.</p>

## GUARD CAPTAIN

The GUARD CAPTAIN is responsible for supporting the band director(s) on delivering the highest quality performance. The GUARD CAPTAIN provides leadership to the color guard and assist the guard staff with teaching drill and choreography in order to provide the highest-level performance. A GUARD CAPTAIN must have excellent communication and leadership skills to provide support, making sure that everyone is contributing to the ensemble.

EXPECTATIONS	<p>1-Know all marching band music and tempos.</p> <ul style="list-style-type: none"> <li>• Know where the music, drill, and choreography meet.</li> <li>• Know the rehearsal drill chunks.</li> </ul> <p>2-Hold yourself and all band members to the highest of standards while being a model band member.</p> <p>3-Get to know each member in your section.</p> <p>4-Know when and where the band should be at all times.</p> <p>6-Be comfortable speaking in front of your section.</p> <p>7-Always be present and on time.</p> <ul style="list-style-type: none"> <li>• Arrive no later than 15 mins. prior to any event.</li> </ul> <p>8-Have music and drill chunks prepared ahead of time.</p> <p>9-Maintain an A in band at all times.</p> <p>10-Be respectful of others.</p> <p>11-Always look for some way to be helpful.</p> <p>12-Maintain high academic standards.</p>
OPERATIONAL DUTIES	<p>1-Ensure that all members of the section have all needed equipment.</p> <p>2-Ensure that all members of the section put away all equipment in its proper location.</p> <p>3-Be able to efficiently run a rehearsal where time is maximized, and specific rehearsal goals are achieved.</p> <p>4-Ensure that all guard equipment is properly cared for and not abused.</p> <p>5-Assist with drill and choreography.</p> <p>6-Assist with maintaining good section attendance at all rehearsals and performances.</p>

## LOGISTICS COORDINATOR

The primary role of the LOGISTICS COORDINATOR is to work with the director(s), student leadership team, and band members with the setting up and breaking down of equipment for rehearsals. The LOGISTICS COORDINATOR will be responsible for creating a team of band members to set up all needed equipment (other than front ensemble instruments) for each rehearsal.

EXPECTATIONS	<p>1-Hold yourself and all band members to the highest of standards while being a model band member.</p> <p>2-Get to know each member of your team.</p>
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	<p>4-Know when and where the band should be at all times.</p> <p>6-Be comfortable speaking in front of your team.</p> <p>7-Always be present and on time.</p> <ul style="list-style-type: none"> <li>• Arrive no later than 15 mins. prior to any event.</li> </ul> <p>8-Have music and drill chunks prepared ahead of time.</p> <p>9-Maintain an A in band at all times.</p> <p>10-Be respectful of others.</p> <p>11-Always look for some way to be helpful.</p> <p>12-Maintain high academic standards.</p> <p>13-Maintain a healthy working relationship with all leadership team members.</p>
OPERATIONAL DUTIES	<p>1-Form a team of band members to set up all needed equipment (other than front ensemble instruments) for each rehearsal and leading that team.</p> <p>2-Responsible for all logistics related to the setting up and breaking down of equipment for rehearsals.</p> <p>3-Make sure that all equipment returned to the band room is stored in its proper location.</p> <p>4-Maintain neat and orderly storage areas.</p> <p>5-Props</p> <p>6-Rehearsal field maintenance</p>