

Krum High School Choir Council

Quality student leaders are vital to the success of the Krum Choral program. Serving as a Choir Officer is both an honor and a responsibility.

Choir Officers must:

- **Lead** by example: Daily demonstration of positive attitude, hard work, dedication, effort, reliability, school pride, and commitment to excellence in all endeavors
- **Demonstrate** strong initiative: Get things done without waiting for someone to ask for something to be done
- **Exhibit** strong musical passion, understanding, and versatility
- **Maintain** a neutral social status; avoid clique mentality; accept all KHS choral members as contemporaries (in other words, avoid drama and do not create drama)
- **Communicate** with teachers, adults, peers, and community in an effortless manner
- ***Practice the two KHS Choir principle rules:***
 - Honor those who are not present*
 - Give the benefit of the doubt*
- **Work** hard, with intensity and with focus - especially when under pressure
- **Exhibit** an extreme attention to detail: Musically, Empathetically, Clerically, Socially, Personally
- **Honor** deadlines
- **Practice** Vision: Planning with the end in mind

LEADERSHIP

Leadership is a quality that is practiced and refined for one's entire life. Therefore, KHS Choir Officers have the honor of practicing this remarkable quality at an early stage of their personal, educational, and musical development. Effective leaders acknowledge, accept, and develop the following qualities:

ALERTNESS	Being aware of that which is taking place around me so I can have the right responses
ATTENTIVENESS	Showing the worth of a person, object, or idea by giving my undivided concentration
AVAILABILITY	Making my own schedule and priorities secondary to the wishes of those I am serving
BENEVOLENCE	Giving to others' basic needs without having as my motive personal reward
BOLDNESS	Confidence that what I have to say or do is true, right, and just
COMPASSION	Investing whatever is necessary to heal the hurts of others
CONTENTMENT	Realizing that true happiness is not hindered by material conditions (versus greed)
CREATIVITY	Approaching a need, a task, or an idea from a new perspective (versus underachievement)
DISCERNMENT	The ability to understand the deeper reasons as to why things happen (versus criticism)
DISCRETION	Recognizing and avoiding words, actions, and attitudes, which might bring undesirable consequences
ENDURANCE	The inward strength to withstand stress and do my best
ENTHUSIASM	Finding joy in each task as I work for its fullest potential
GENEROSITY	Carefully managing my resources so I can freely give to those in need (versus stinginess)
GRATEFULNESS	Returning good to those who have benefited my life
HUMILITY	Recognizing that nothing I have achieved could have been done without the investment of others in my life
JOYFULNESS	Not allowing unpleasant conditions to control my attitudes (versus discouragement)
JUSTICE	Personal responsibility to uphold that which is pure, right, and true
LOYALTY	Using difficult times to demonstrate my commitment to those I serve
MEEKNESS	Yielding my personal rights and expectations with a desire to serve
OBEDIENCE	Fulfilling the directions of my authorities in order to make them successful
PATIENCE	Accepting a difficult situation without giving a deadline to remove it
RESOURCEFULNESS	Finding practical uses for that which others would overlook or discard
RESPONSIBILITY	Knowing and doing that which is expected of me
SECURITY	Structuring my life around that which cannot be destroyed or taken away (versus anxiety)
SENSITIVITY	Exercising my senses so I can perceive the true spirit and emotions of those around me
SINCERITY	Eagerness to do what is right with transparent motives
VIRTUE	The moral excellence and purity of spirit that radiate from my life as I do what is right

LEADERSHIP POSITIONS: (Always the first one to arrive and the last one to leave)

The following descriptions are presented as a mere starting point for each position. Officers are encouraged to expand and design their service roles as needed or inspired.

Student Director:

- Possess strong leadership ability with musical knowledge and excellent vocal/keyboard skills
- Be pursuing any career in the Arts
- Is prepared to begin physical/vocal warm-ups when Directors are not present and direct choirs/sectionals
- Oversees section leaders
- Assists and advises the Choir Director on a daily basis, with communication, clerical, student, and related music items (shares this with the other student directors)
- Promotes and represents KHS Choirs throughout the school and community
- Acts as a middle school and elementary liaison; periodically makes contact with the feeding middle and elementary schools, inviting them to all choir functions
- Coordinates and delivers daily/weekly announcements during the choir period

Logistical Student Director:

- Acts as point of contact on any thing logistical
- Oversees the preparation and teardown of choir activities and performances
- Runs the Silent Night Recessional
- Informs students via remind and during class or upcoming events and who is assigned to what
- Sees a need within the choir or with directors and takes action accordingly
- Assists and advises the Choir Director on a daily basis, with communication, clerical, student, and related music items (shares this with the other student directors)
- Promotes and represents KHS Choirs throughout the school and community
- Acts as a middle school and elementary liaison; periodically makes contact with the feeding middle and elementary schools, inviting them to all choir functions

President:

- Assist and advise the Choir Director on a daily basis, with communication, clerical, student, and related music items (shares this with the student directors)
- Presides at, plans, and communicates Choir Officer meetings
- Updates Choir Board with announcements and handouts
- Writes thank you notes to anyone who helps the choir in any way
- Oversees other Choir Officers in making sure their duties are carried out
- Assembles and supervises committees for special projects
- Assists with the upkeep of the Choir Room

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- Acts as a middle school and elementary liaison; periodically makes contact with the feeding middle and elementary schools, inviting them to all choir functions

Vice President / Uniform Manager:

- Work/communicate with the President on design and communication of projects
- Post accomplishments and special announcements on the choir board
- Maintain the cleanliness of the choir room; assist in organization and cleanup
- Assist and advise daily, with clerical and related music items
- **Check compliance with uniform requirements (hem height, shoes, socks, jewelry, etc)**
- Assist organizing , recording, and posting uniform numbers
- Report uniform problems/damages to choir directors
- Attend all choir officer meetings

Secretary / Treasurer:

- Communicate effortlessly with all members of their specific choir
- Take attendance at officer meetings and during choir daily
- Take concert and dress rehearsal attendance by creating concert check-in lists
- Take minutes at choir officer meetings; post minutes on choir board if members were absent
- Responsible with section leaders to inform absentees on what they missed
- Assign, record, and post music folder numbers done with the Librarian
- Assist the choir directors with fundraising, financial, and permission slip items
- Collect all forms and payments
- Maintain Excel/Profit Tracker database if this is possible
- Prepare deposits: photocopy, stamp, calculate, and record all checks/payments
- Prepare and post Choir Student Accounts on the Choir Board (if utilized)
- Attend all choir officer meetings

Historian / Public Relations:

- Take pictures at all choir events
- Compile and distribute Monthly Choir Newsletter in conjunction with directors (if utilized)
- Compile a scrapbook of programs, pictures, timeline, events, newspaper articles, awards, etc.
- Design, collect, and organize a slideshow for the end of year banquet in collaboration with other officers
- Produce publicity and communications for choral events: make signs and posters for choral events as it is relevant to each activity
- Attend all choir officer meetings

Librarian (all officers):

- Overseen by Vice President
- Process and File of all new music: Stamp, number, record, organize, and file
- Process and File currently used repertoire
- Maintain Excel Choir Library database
- Maintain a backup file folder of all current repertoire
- Assign, record, and post music folder numbers (work with choir secretaries)
- Assign and submit obligations for missing choir music/portfolios(alert directors if ongoing offense)
- Repair damaged music
- Assist with Concert Program name checklist /cross reference
- Maintain physical appearance and cleanliness of all music
- Attend all choir officer meetings

Social / Public Relations:

- Recognize birthdays after warm-ups
- Make banners and signs for encouragement
- Post announcements of special accomplishments of choir members
- Work with the PR for monthly newsletter as well as assist with poster and distribution of posters

Guidelines for a successful leadership year:

- *When you see a need by directors or program, please take action
- *Promote our team by wearing a KHS choir shirt when determined by choir council
- *Ensure the Choir Room, Uniform Room and Practice Rooms are tidy.
- *Be positive - YOU are the guardians; YOU set the vibe for the Krum choir program
- *Lead by example - foster an attitude of preparation, team work, and success (in and outside of the program)
- *Help all choir members feel welcome and part of the choir department
- *Attend all choir events

Officer Discipline:

If an officer does not fulfill their duties or acts in an inappropriate manner, the following consequences will ensue:

First offense - conference with the directors

Second offense - dismissal from the position

The following offenses will result in immediate dismissal, by discretion of the directors, from your leadership position: not fulfilling the standards of the choir program outlined in the handbook, failure to pass classes; or representing Krum, the choir program, the directors, the administration, and/or authority figures in a negative manner by disrespecting or

dishonoring them in or outside of school. A replacement will be appointed by the directors after consulting with the officers. KHS Choir Officers are held to the highest standard.

The aforementioned leadership council positions are in place to help carry out the day-to-day operations of our choir program; a strong leadership hierarchy is important to our success. Complaints of a council member, choir member, or process shall be brought to the directors attention immediately; directors will consider the complaint and outline a course of action. Each of these officers have been chosen by the directors through an interview process. Future student leaders may apply in April/May; applications may be found online or in the choir room.

To be qualified to hold an elected office, a nominee must:

- Be a current member of a choir and enrolled in choir for the next school year.
- President and Vice-President must be members of A Cappella Varsity
- Individuals must have maintained a passing average (including Pre-AP and AP classes and those exempted by KISD) in all classes
- Individuals must have maintained conduct grades of at least Satisfactory in all classes
- Individuals must have participated in all required activities of the KHS Choir

Leadership is not about a title or a designation. It's about impact, influence and inspiration.
Impact involves getting results, influence is about spreading the passion you have for your work,
and inspire your team-mates.

Robin S. Sharma

I understand the requirements and expectations of my Choir Leadership position.

Signature

Date

Printed Name