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| Position: | President | |
| **Grade:** | 11/12 during office term | |
| **Eligibility:** | Must have at least 1-year of experience on the Executive Council | |
| **Responsibilities:** | 1. To oversee and direct the Executive Council toward the achievement of the purposes stated in Article I of the Music Council Constitution. 2. To oversee, direct and assist members of the Executive Council in all tasks and events. 3. To delegate tasks to Executive members and ensure their completion. 4. To chair Executive Council meetings and create weekly agendas for meetings 5. To serve as a liaison between the Executive Council and Student Council 6. To represent the Music Council at Student Council Meetings 7. To maintain regular communication with the Staff Advisor(s). | |
| **Main Tasks & Events:** | Chairing Council Meetings  Oversee all tasks/events  Appointments of Exec and General | Planning of potential leadership activities  Planning of potential retreats for music students |

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| Position: | Vice-President | |
| **Grade:** | 11/12 during office term | |
| **Eligibility:** | Must have at least 1-year of experience on the Executive or General Council | |
| **Responsibilities:** | 1. To perform the presidential duties in the absence of the President. 2. To maintain organized files in the SHMC office. 3. To serve as a liaison between the Executive Council and Student Council 4. To represent the Music Council at Student Council Meetings 5. To maintain regular communication with the Staff Advisor(s). | |
| **Main Tasks & Events:** | Oversee maintaining of office  Oversee all tasks/events  Appointments of Exec and General | Planning of potential leadership activities  Planning of potential retreats for music students |

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| Position: | Treasurer | |
| **Grade:** | 11/12 during office term | |
| **Eligibility:** | Must have at least 1-year experience on General OR Executive Council. | |
| **Responsibilities:** | 1. To work in conjunction with the Staff Advisor(s) regarding all the financial transactions of Executive and General Council. 2. To manage and organize the collection and distribution of all funds. 3. To maintain proper and accurate records of all the financial transactions 4. To take responsibility for any monies collected for/at Council sponsored events and ensure that such monies are deposited in a secure location. | |
| **Tasks & Events:** | Organize collection of funds for all events and activities.  To prepare deposit of funds with Advisor. | To assist with Fundraising |

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| Position: | Fundraising | |
| **Grade:** | 11/12 during office term | |
| **Eligibility:** | Must have at least 1-year experience on General OR Executive Council. | |
| **Responsibilities:** | **Senior Fundraising Representative**   1. To act as a liaison between fundraising companies and the music department. 2. To organize and execute all music department fundraisers. | |
| **Main Tasks & Events:** | Plan individual fundraising opportunities for the academic year  Place orders and collect funds from students  When orders arrive, be on hand to organize and distribute products | Administer fundraisers by liaising with companies and suppliers  Work with treasurer to reconcile funds and orders  Prepare accounts for each student and track their fundraising totals |

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| Position: | Social Convener/Student Communication | |
| **Grade:** | 11/12 during office term | |
| **Eligibility:** | Must have at least 1-year experience on General OR Executive Council.  Must have a basic understanding of web design, social media and photography.  Must have access to social media (Facebook, Twitter, Blogger, etc.) | |
| **Responsibilities:** | **Events Coordinator**   1. To act as a liaison between the Executive Council and outside vendors for events. 2. To organize, plan and execute all department socials. 3. To organize, plan and execute the Executive Council’s role in general student events   **Student Communication**   1. To update and maintain all social media associated with the SHDHS music department and Music Council Executive. 2. To maintain the SHDHS Music website. 3. To be responsible for the filming and editing of the end of year video 4. To act as photographer/videographer at department events when needed. | |
| **Main Tasks & Events:** | Maintain Website  Final Concert Video | Department Socials  Facebook Admin  Filming/Editing Slideshows  Tickets |

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| Position: | Public Relations | |
| **Grade:** | 11/12 during office term | |
| **Eligibility:** | Must have at least 1-year experience on General OR Executive Council.  Must have a basic understanding of web design, social media and photography. | |
| **Responsibilities:** | **Senior Communications and Publicity**   1. To make school-wide announcements. 2. To help advertise the music department and music council at events in the community and school   To work with the social convener to make the script and organize the filming of the final concert video  To create and work to promote the music program at club fair, grade 8 night, grade 9 day, etc. | |
| **Main Tasks & Events:** | School announcements.  Community Appearances  Grade 8 Day Script | Display case and Office Window  Print advertisements |

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| Position: | Media Liaison | |
| **Grade:** | 11/12 during office term. | |
| **Eligibility:** | Must have at least 1-year experience on General OR Executive Council. | |
| **Responsibilities:** | 1. Update and maintain a media contact list for media outlets in our community, noting their cutoff dates for submission and publication dates 2. Compose and submit press releases to local media outlets for each of our events both before and after. 3. Submit requests for coverage to local media. | |
| **Main Tasks & Events:** | Local Media List  Press Releases | Interviews with local media |

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| Position: | Secretary | |
| **Grade:** | 11/12 during office term. | |
| **Eligibility:** | Must have at least 1-year experience on General OR Executive Council. | |
| **Responsibilities:** | 1. To record the minutes of each Executive Council meeting. 2. To type and post a copy of the minutes to the Executive and Staff Advisor(s) each week. 3. To maintain organized and up-to-date files and supplies in the Council office and to request more supplies when necessary. 4. To type and post a weekly bulletin to all General Council members on the Council bulletin board/Facebook page and the department blog. 5. To work with the Communications and Publicity representatives to maintain the showcase. | |
| **Main Tasks & Events:** | Minutes  Weekly Bulletins | Organization of Office and Supplies  Maintain showcase |

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| Position: | Logistics | |
| **Grade:** | 11/12 during office term. | |
| **Eligibility:** | Must have at least 1-year experience on General OR Executive Council. | |
| **Responsibilities:** | 1. Record and maintain accurate seating plans, stage plots and equipment lists for all groups in the music program. 2. Post these seating plans on the music council bulletin board 3. Assemble stage crews for each concert from General Council members. 4. Facilitate meetings in advance of the concert to go over logistical moves and plans with your crews 5. On road trips, arrange equipment, oversee packing, checklists and ensure all equipment is taken with us at the end of each stop. | |
| **Main Tasks & Events:** | Stage Crew  Equipment management | Update and Maintain Accurate Seating Plans |

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| Position: | Library (2) | |
| **Grade:** | 11/12 during office term. | |
| **Eligibility:** | Must have at least 1-year experience on General OR Executive Council. | |
| **Responsibilities:** | 1. Maintain and organize the sheet music library for both Jazz and Concert Bands 2. Organize and maintain student folders and shelving 3. Organize and maintain the back room music history library 4. Catalogue new pieces as they are purchased 5. Update and maintain the electronic library spreadsheets 6. Dedicate time each week to staying on top of music sorting | |
| **Main Tasks & Events:** | Maintain Library  Catalogue and stamp new pieces  Maintain History Library | Update spreadsheets  Update binders  Organize sheet music |