

# 2009 Golden Hawks Regiment Leadership Team Descriptions

## Drum Major

The Drum Major(s) will be chosen by audition on material selected by the Director. The number of Drum Majors will be decided by the director at the time of the audition based on the anticipated number of Golden Hawks Regiment members. Uniforms are also selected by the director. The basic duties of the Drum Major(s) include: (1) attend all band functions; (2) be responsible to the Director for the conduct and the actions of the band at all times, and for the execution of all band duties assigned; (3) warming up the band “ both musically and physically—in rehearsal and performance; (4) representing the band at all public events; (5) take charge of the band in all types of situations; (6) assist the Director, marching band staff, and student leaders with marching drills, inspection, planning, and special activities; (7) promote band standards and pride; (8) master the conduction of the fall marching production; (9) have extensive knowledge of football and game management; (10) attend a summer drum major camp; (11) attend all band council meetings; (12) coordinate; monitor and supervise section leaders. (13) insure that all rehearsals begin on time; (14) insure that at the end of all rehearsals the field and facilities are clean and locked up (report to Director); (15) work with librarian to organize and maintain the music and drill staff books and insure that they are ready for every rehearsal. (16) Receives any awards in the area of drum major and overall placement at band competitions.

## Field Commander

The basic duties of the Field Commander include: (1) maintain discipline on the field during rehearsals; (2) oversees all members and reports directly to the Director; (3) works with the Drum Major by being an exemplary marcher and musician; (3) never talks while instructions are given; (4) always runs to his or her set; (5) ensure that rehearsals start on time and coordinates with the Operations and Equipment Manager to make sure everyone helps at the end of rehearsals; (6) work with the Drum Major to maintain order in the stands during football games; (7) serve as back-up to the Drum Major and conduct the entire show in case of an injury, or an illness to the Drum Major; (8) work with the spirit captains and music and marching captains to ensure the attitude of the band remains positive, and everyone is knowledgeable in the expectations of the group; (9) assist in making sure that our instructional staff is thanked and appreciated; (10) after the marching season, assists the Drum Major with planning, recruiting, and the general well-being of the program as well as helping coordinate mentor programs both within the band and at the feeder middle schools. (11) Receives any awards in the area of general effect and overall placement at band competitions.

## Operations and Equipment Manager

Serves as the Transportation Officer of the band and head of Field Crew. All members of the loading and field crew answer directly to the Operations and Equipment Manager who will coordinate, with the Director, Drum Major, and Band Booster Crew Chief/Transportation Head the logistics of any move the Band makes throughout the year, local or long distance. Checks with Secretary at each rehearsal to obtain the

schedule of activities so as to know how to put Field Crew in place. Duties include serving as the moving, stage, field, and service crew chief to move the band wherever and whenever by doing whatever it takes to make the performance or rehearsal a success. This includes; (1) measuring and lining of field; (2) upkeep up lines on field; (3) water, podium, shade tents, and field markers for all rehearsals and performances; (4) works with the Field Commander and Drum Major to ensure that the Field Crew has everything ready prior to rehearsal and cleans up rehearsal space and band room following a rehearsal; (5) coordinates with the Quartermaster(s) to ensure all instruments are ready to be loaded on truck for performances and that all items needed in stands for football games have been put out for parent chaperone crew to move to the stadium; (6) coordinates indoor rehearsal set-up and works with Drum Major and Director to obtain sectional rehearsal locations; (7) will train field crew to work ahead of needs so as not to lose or miss warm-up or rehearsal time. Receives any awards in the area of general effect or visual ensemble and overall placement at marching band competitions.

### **New Student Personnel Managers**

Works with Drum Major, Field Commander, Marching Band Staff; Spirit Captain, and all section leaders to ensure that all rookie marchers feel welcomed and appreciated in the Golden Hawks Regiment. Are responsible for making sure all freshmen understand the expectations of the band, and assist in any way possible in the area of marching and/or music in individual or small group situations. Oversees drill books, music memorization, equipment standards, preparation for uniform inspections, etc. Position will usually be reserved for sophomores who have marched in the marching band the previous year.

### **Spirit Captain(s)**

The Spirit Captain(s) shall be the motivational and enthusiastic leader of the band and promote unity from within the band. Works with the Drum Major, Field Commander, and Guard Captains to develop and implement cheers for the band. Is responsible for coordinating with the Drum Major, Field Commander, and senior leaders various bonding activities throughout band camp and the marching band season. Will be responsible for setting the tone for each rehearsal and performance, and maintaining this throughout the rehearsal. Will explain the areas each section is observed throughout the season for the prestigious Golden Hawks Regiment Section of the Year, and encourages all section leaders to maintain a positive attitude and a healthy competition between sections throughout the season to develop overall band pride. Receives any awards in the area of pride or spirit and overall placement at marching band competitions.

### **Quartermaster(s)**

The basic duties for this position include: (1) working with the Band Booster Crew Chief/Transportation officer to develop a loading crew to ensure that all needed equipment is loaded for performances; (2) keep inventory of all school-owned instruments and accessories; (3) issue instruments and forms to appropriate individuals (turns in all forms to director); (4) organize the loading and unloading of the busses and equipment trucks on all events and trips with Band Booster Crew.

### **Brass, Woodwind, Percussion, Guard Captain**

Follow all expectations of Section Leaders. (1) charged to aid each section leader to

effectively lead their section whether directly or indirectly, helping those who need individual peer attention, rehearse sectionals with all sections of the unit, and relay information from the Director, Drum Major, and Staff to the Unit members. (2) begin warm-ups when Director, Drum Major, or Field Commander is not available. (3) insures that section leaders are holding sectionals throughout the season; (4) Works with Director, Drum Major, Marching Staff, Managers, and other captains to insure communication between sections of the band is occurring. (5) works with Spirit Managers to insure each of the large sections are working together as a whole for the betterment of the entire organization. (6) Receives any awards in the areas of music performance, percussion caption, visual caption, and overall placement at competitions. Percussion and Guard Captains are responsible for uniform inspection of their sections.

### **Percussion Quartermaster (Assistant Captain)**

This person is in charge of all percussion inventories and maintains a record of all equipment and mallets. Works with the Band Quartermaster and Operations and Equipment Manager to insure that the equipment is moved to and from rehearsal efficiently and safely. Assists the Percussion Captain and assumes all duties in their absence. Receives any awards in the areas of percussion and overall placement at competitions.

### **Guard Quartermaster (Assistant Captain)**

This person is in charge for all inventories relating to guard and will work with the Band Quartermaster, Operations and Equipment Manager and Guard Instructor to insure that all equipment is at rehearsals and performances. Assists the Guard Captain, and assumes all duties in their absence. Receives any award in the area of guard or visual and overall placement at competitions.

### **Secretary/Publicity Manager**

The basic duties of the Secretary/Publicity Manager include: (1) handle all band correspondence and clerical work (absence notes, documents, etc.); (2) perform office duties and write the schedule of the day on the board; (3) appoint assistants as necessary to help with certain minor duties; (4) take attendance at all rehearsals; (5) assist the Drum Major with staff books and drill charts; (6) responsible for all marching section leaders, and other personnel receiving drill and chart coordinates; (7) responsible for all marching section leaders and captains receiving coordinate books; (8) write articles and news releases for the band website, school newspaper, and the local media; (9) writes up a morning announcement after competitions to be read the following Monday.

### **Librarian**

The basic duties of the librarian include: (1) maintain the music library; (2) maintain a system for collecting and distributing all music; (3) maintain a computer database for our music; (4) track and maintain any music that is borrowed, and keep a record of who has that music; (5) collect all music at the end of the year, and report to the director parts that have not been turned in. (6) determine amount of parts needed for distribution and inform director of number of copies needed. (7) oversees, recruits, trains, and directs the work of associate librarians as appointed for each class.

## **Horn Line Uniform Inspection**

Works closely with Band Booster Uniform committee to insure all members have the proper uniform parts in working condition at all times. Conduct inspections on performance days for proper wear and care of the uniform. Responsible for making sure that all uniform jackets are folded properly and placed underneath hats during warm-ups. Responsible for insuring that all hair is properly secured for performance and shoes are polished and clean, gloves are clean, and shakos are worn correctly. Responsible for insuring that all uniform parts are returned properly following a performance.

## **Senior Leaders**

Must have been members of the Golden Hawks Regiment a minimum of one season, preferably multiple seasons. Are called on to assist with the Spirit Captain(s) to build comodore within the band. Are given opportunities at the end of rehearsals and performances and occasionally prior to share their expertise to help the band improve on a consistent basis. Are called upon often to assist the younger members of the band. Receive awards at the final competition of theyear.

## **Marching Section Leaders**

Work with music section leaders to maintain discipline and pride within the section. Assist the Director, Visual Designer, and Marching Managers with marching drills as needed. Work to make sure that all members of their section are marching at a consistently high level and offer assistance to those marchers who need additional encouragement and guidance. Along with the music section leader report absences to the Secretary. They should strive to set the best of examples for their sections. Responsible for all members receiving chart books from the secretary, and aiding with the learning of the fall production. Works with the Spirit Captain and Music Section Leader to set the tone for the Section of the Year competition

## **Music Section Leaders**

Work with marching section leaders to maintain discipline and pride within the section. Assist the Director, Horn Line Instructor, and Woodwind/Brass captains with the memorization and playing checks on music. Call and conduct section rehearsals on a regular basis. Work to make sure that all members of their section are playing at a consistently high level and offer assistance to those musicians who need additional encouragement and guidance. Along with the marching section leader report absences to the Secretary. They should strive to set the best of examples for their sections. Works with the Spirit Captain and Marching Section Leader to set the tone for the Section of the Year competition.

## **Bus Captain**

Maintains order on all bus trips; takes roll each time buses are loaded; informs chaperones of any problems; checks bus at the end of a trip for leftover articles and brings them to lost-and-found in bandroom; makes sure bus is clean by picking up trash and depositing in trash bag; assists chaperones in every way possible.