

STUDENT LEADERSHIP

The Choir Council is comprised of officers selected by the choir. The offices and responsibilities are:

President

- In charge of all student officers
- Create agenda for monthly Choir Council meetings
- Run all the Choir Council meetings and any full choir meetings
- Ensure that all officers are fulfilling their jobs
- Delegate jobs to other officers and students
- Plan social activities and service projects

Vice-President

- Ensure that all students and parents have accurate email, phone, and address information entered in the Charms Database.
- Ensure that all choir council planned activities have the proper facilities reservation paperwork completed.
- Assist the Booster Club Uniform Chair and coordinate with Choir Representatives to ensure uniforms are properly checked in, checked out and maintained.

Logistics Officers

- Assist directors with all events & performances.
- Chair the Setup committee and coordinate Choir Representatives and volunteers to set up and tear down before and after events and concerts.
- Assist directors with bus lists for each event and make sure each bus is supplied with all necessary non-medical supplies.

Librarians

- Maintain choir library and the CHARMS library database throughout the school year.
- Train and coordinate Choir Representatives to ensure library items are properly checked in, checked out and maintained.
- Provide and update copies of music for each choir to be stored in the music folio system.

Secretary

- Keep minutes from Choir Council and Choir meetings.
- Write thank you notes to those who assist the choir.
- Keep a binder of all programs for the school year.
- Assist with other officers as needed.

Treasurer

- Work with the Booster Club liaison to collect and distribute choir spirit wear items or any other items purchased by the student that needs distribution.
- Keep track of order forms and sizing for T-shirts, etc...
- Maintain accurate records of expenses and purchases (with receipts) made by the Choir Council to facilitate the choral program.

Historians

- Keep a record of all OTHS Choir Department activities for the year through photos, articles, journals.
- Prepare a media presentation for the end of the year banquet that reflects the work of all the choirs during the year.
- Assist with preparation of the senior video which will be shown at the banquet.
- Maintain the choir display case in the main hallway, as well as the bulletin boards in the choir room, and Fine Arts Hallway.

Representatives at Large from each choir class

- Serve as members of the Uniform, Set-Up and Library Committees and as such:
 1. Maintain uniforms for their choir and assign/collect replacement parts if a student is missing pieces. Keep in close contact with Administrative Vice President for this duty.
 2. Assist in the set up of concerts, coffee houses and all other events. Keep in close contact with Logistical Vice President for this duty.
 3. Maintain and oversee music distribution for their choir. Keep in close contact with Library Vice President for this task.
- Decorate the Fine Arts Hall and Choir Room Bulletin Board
- Put posters up in the school to advertise choir concerts and other choir sponsored events.
- Assist with ushering at choir shows and concerts.

These student leaders are to help in the day-to-day operations of the choir program. Although there certainly are other strong leaders in choir, a strong leadership hierarchy is important to our success. If a choir member has a complaint about a council member, he/she should contact the choir director, who will consider the complaint and outline a course of action.