**President** – Conducts and rehearses the class when the teacher is absent.

The President organizes, coordinates and represents the class. Duties can include: tuning, assisting other officers, planning events and making sure that the class is on stage during concerts. The President should preferably be a senior with lots of experience.

**Vice-President** – Assists the President.

The Vice-President performs all of the duties of the president when the president is absent. The Vice-President usually tunes and should be expected to assist other officers in their duties. The Vice-president should preferably be an upperclassman.

**Secretary** – Takes care of administrative tasks

The secretary makes and distributes handouts, records student absences, takes phone messages, makes phone calls, and organizes office area. Secretary should be in charge of calling parades or other trips and confirming important gigs. The Secretary should be an upperclassman

**Treasurer** – Collects, counts, records and distributes funds. The Treasurer is responsible for collecting money from the class and making sure that the money is recorded, and deposited. The treasurer will be responsible for working on the computer and coordinating with treasurers from other classes. The treasurer deals with all financial matters. The treasurer is also responsible for keeping track of students who are in debt and posting weekly lists. The treasurer should have a strong math background.

Librarian – Passes out, collects, and copies music. The Librarian is in charge of all the music for each class. He/she makes copies, keeps music in score order, organizes the storage of music and distributes music to the students. When students lose music and need copies, the Librarian collects fines and keeps records. Librarians start preparing the music during summer school.

Assistant Librarian-

Helps librarian when needed, assistant librarian is just as important as librarian.

**Uniform Captain** – Marching Band only.

The Uniform Captain is responsible for checking out uniforms and making sure that every student has a uniform with all the accessories and is billed for the shoes, spats and gloves. Anytime a student loses their materials, the uniform captain issues a replacement item and bills

Assistant Uniform Captain – Marching Band only Assists the Uniform Captain.

Colorguard Uniform Captain. -

Colorguard only

The Uniform Captain is responsible for checking out uniforms and making sure that every Colorguard member has a uniform with all the accessories and is billed for the items. The Uniform Captain also makes sure that the supply bag is filled with extra buttons, thread, band-aids, gel, razors, etc.

Equipment Manager – Handles instruments and supplies

The Equipment Manager will check out instruments at the beginning of each school year and check them in at the end each school year. The equipment manager is also be responsible for distributing instrument supplies (strings, reeds, valve / key oil, etc...) and collecting payments of supplies for the treasurer. In Marching Band, the Equipment manager will appoint 2 assistants.

**Drum Major** – Marching Band only

The Drum Major leads the Marching Band during all field show and parade activities. The Drum Major must know how to conduct, march, and rehearse. The Drum Major is open to try-outs.

Assistant Drum Major – Marching Band

Assists the Drum Major and acts as Drum Major to events that the Drum Major cannot attend.

Apprentice Drum Major –

Marching Band only
The Apprentice Drum Major is
a "Drum Major in Waiting."
Although he/she holds no
official title, they gain
experience by working closely
with the Drum Major and
assistant drum major so that
they may become Drum Major
one day.