

MESO Council Leadership Application *P.1 OF 11*

Position term is from June 2020 (probationary), then September 2020 THROUGH June 2021. **Seniors** in Council **must** serve their term until the end of the school year. If a Council member's position is not challenged, the incumbent member will continue to serve in the following term. Members in Council displaying inappropriate behavior, violating classroom policies, or failing to uphold responsibility and tasks at any time is subject to probation, suspension, and/or removal from the Council. Note: Both the Fall terms and Spring terms are probationary (monitored) periods for newmembers in Council. Voting will be held the 2nd week of Fall 2020

APPLICATION DUE: 5/15/20

Interviews: 5/22/20

POSITIONS AND JOB DESCRIPTIONS LISTED BELOW:

All Council members must:

- Maintain higher standards/enforce rules
- Complete the Director's assignments: (Thank you letters, section lists and etc.)
- Cooperate with all other members
- Help others when and where needed
- Communicate with students' parents
- Maintain high academic standard: (**NO D's or F's; min. 2.0 GPA**)
- Participate to the Odd fellows Chamber Lodge Music Workshop this summer
- Audition for an CODA All State or MFA Honor Orchestra
- Complete Service Project before December 2020

Assistant Director:

- Works directly with Mr. Cato
- Runs group sectionals/rehearsals
- Oversees section leader weekly meetings
- Coordinates bowings with all sections
- Conducts the orchestra when required
- Communicates with band council
- Attends band council meetings
- Compiles progress reports and tracks student progress

Section Leader:

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- Oversees progress of members
- Masters/Model musical sections/parts/motivation
- Coordinates fingerings
- Communicates with private instructors
- Organizes sectionals/coaches and helps players
- Collects grades/orders/assignments, lesson dues, etc.
- Assigns recordings and practice assignments
- Instrument maintenance
- Instrument Inventory
- Collects section contact info
- Meets with incoming students and gives them orientation

Orchestra Manager:

- Manages/ Takes responsibility for Room set up/clean up
- Manages master and instrument inventory
- Sends out checklist to the Directors
- Manages logistics/seating arrangements
- Maintains Performance Folders, Equipment, supplies, donations and repairs
- Communicates with Band Council President
- Collects field trip forms and creates list
- Stage set up and seating charts
- Orchestra Polos / T Shirts / Sweat Shirts / Tuxes / Gowns / Shoes

Secretary/Treasurer/Librarian:

- Sets up council agendas, monitors and regulates meetings
- Takes minutes and distributes to members (notes from meetings)
- Responsible for collecting and dropping money and logging deposits each week for Accountant
- Attends band council and booster meetings when needed
- Sends out checklist to the Directors
- Sends notes through emails to council members
- Collects Manages money/deposits/fees
- Weekly sight reading selections
- Passing/Collecting Music
- Makes copies of music and handles the scores
- Update and Maintain the library

Public Relations Officers (PRs):

- Facilitates and organizes fundraisers/announcements
- Webmasters
- Social media coordinators
- Update and Maintain Website and other social media accounts
- Donations/DonorsChoose/Shoparoo/Sponsors
- Flyers, Sign-Ups, Posters
- Socials and parties
- Student of the Month/Photography
- Contact representative
- Maintains calendars/schedules on board
- Maintains the Memory Wall
- Flea Markets
- Maintains Working lists for Avaya and Raiders (Communicate with Mrs. Acorda)

(“Shadow” or follow current Council members to learn more and improve upon the tasks at hand. Be prepared and aware of all the responsibilities demanded from each individual.)

Requirements for Nominees:

ASSISTANT DIRECTORs:

Rehearse the group efficiently under a time-limit.. During this evaluation, applicants must select a work to be rehearsed, preferably a selection played during the year, and operate both fast and slow sections, capable of dissecting difficult moments and improving upon them.

Another sight reading selection will be chosen by the director for evaluation of preliminary skills in conducting. Prepare to show a good knowledge of theory by demonstrating a theory based warm up. Also demonstrate your ability to lead a playing warm up. Productivity, competence, and determination will be evaluated.

SECTION LEADERs:

Demonstrate a lesson plan by teaching a lesson to members of the group. You will demonstrate a lesson that is specific but not limited to your instrument group. You will be evaluated for effective teaching skills, recognition of mistakes, and solution to these errors. Section leader nominees must

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be able to work efficiently with members while improving knowledge and understanding of musicality.

You must have the ability to run a sectional and demonstrate a variety of warm-ups. You will be evaluated on clarity, being communicative, getting your point across, and effective teaching styles. A good string technician is patient, well-organized, and clear with their expectations while displaying mastery of string pedagogy. Work ethic and communication will also be evaluated.

PUBLIC RELATION OFFICERS (PRs):

Present a sales pitch. Sell a fundraiser or a product with expertise and professionalism. Use rhetoric and presentation effectively and masterfully. Rely upon your creative design abilities. Highlight your organizational skills. Make sure you have ability to operate basic word processing programs. Make sure you have a strong ability for accounting and interaction with public contacts. That means projecting voice and conveying a strong personality. You should be prepared and able to work in a dynamic team environment. Also you must be able to manage your own projects. You should be able to represent MEHSO and make yourself available when requested. You will be evaluated for confidence.

YOU ARE ONLY REQUIRED TO SUBMIT THE NEXT FOLLOWING PAGES AS YOUR APPLICATION

Success is determined through hard work, determination, and dedication to the Orchestra Program. Leaders must hold themselves accountable for behavior. Leaders must produce a higher integrity and mutual respect in order to inspire other members to lead and take charge. Leaders serve and give back to the program members -- their abundant contributions and sacrifices empower the group. That said, leadership is acquired through experience and the embodiment of Director E Ronnie Cato's following goals: The mission of the Mount Eden String Orchestra is to develop student ability to communicate, articulate, and preserve the universal language of musical expression." With that, we are glad to welcome you in joining the Orchestra Council.

PLEASE FILL OUT THE FOLLOWING:

Name: _____

Grade for following term (circle one): 10 11 12

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Position(s) of interest: _____

Years active in group (circle one): 1 2 3 or _____ months

Main Instrument: _____

Other Instrument(s): _____

n above is true. You also agree to the policies, responsibilities, and standards required once accepted into the Council.

Signature: _____

Date: _____

*Recommendations are needed from **One letter of recommendation** from a teacher that will pledge their endorsement for the applicant below.*

First Recommendation

By signing this, I endorse the applicant to run for the position(s) of _____ because I believe that the applicant will be a great contributing asset to the future of the group.

Applicant's Name: _____

Date _____

Endorser's Name: _____

Signature: _____

(Director's approval is required AFTER completion of the ENTIRE APPLICATION. Mandated after the security of one endorsements, copy of previous academic grades, and preparation of short essay response.)

DIRECTOR'S APPROVAL

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By signing to this, I approve of the applicant's nomination and hereby allow them to participate in the election.

Director's Signature _____ Date: _____

SERVICE PROJECT:

Members of the Council **MUST COMPLETE A SERVICE PROJECT** that benefits the program. Projects may vary from repairing broken equipment or painting doors and, or walls. They may include coordinating large performances from start to finish or completing multiple grants for the ensemble. Each project must be approved by the director after becoming part of the Council and completed by the **START** of the 2020-21 school year.

ADDITIONAL REQUIREMENTS:

Please attach the following documents to this application (in the order the are listed):

- Copy of most recent grades (transcript or report card). All applicants must have passing grades in the previous quarter/semester (meaning no Ds or Fs) in order to participate in the election.

- **Be ready to give a speech and/or attend an interview to win the vote of the Orchestra.**

THANK YOU FOR APPLYING.

*PLEASE SUBMIT THE APPLICATION
AS SOON AS POSSIBLE!*

LATE APPLICATIONS WILL NOT BE ACCEPTED

Orchestra Council Responsibilities

Assistant Director:

- Tests section leaders
- Runs section leader meetings
- Manage contact list
- Prepare warm-ups, musical terms, and composer of the week for ensemble
- Learns/prepares pieces for rehearsal
- Regulate member grades, collects progress reports monthly
- Attends band council meetings
- Make score copies for all section leaders
- Runs group sectionals
- Rehearse ensemble rehearsals periodically
- Learns the repertoire

Section Leaders:

- Maintains Cleaning Schedules and Tasks
- Maintains section standards
- Manages lesson schedule
- Oversees the learning growth and rate of their section
- KNOW how to play your part and be the role model to your section
- Communicate with private teachers regarding monthly progress
- Maintain contact with parents in their section
- Be ready and available for their sectional
- Manage repair issues and inventory upkeep
- Do warm-ups for ensemble
- Run weekly sectional
- Be able to know how to change strings and how dampit works
- Be ready to resolve personal conflicts within section

Orchestra Manager:

- Make sure that the meetings are efficient and productive
- Maintaining inventory of instruments each month
- Logistics/seating arrangements
- Responsible for setting up the room
- Electronic equipment maintenance
- Supply/music folders/uniform inventory maintenance
- Creates checklists for concerts/trips
- Enforces the cleaning schedule
- Make/sets up the calendar

Secretary/Treasurer/ Librarian:

- Take notes

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- Responsible for collecting money
- Attends band council meetings
- Manage trip deposits
- Sends notes through emails to council members
- Responsible for passing/collecting music
- Organize and maintaining the library inventory
- Handle music returns and orders
- Maintain the library system
- Pick sight reading pieces for the ensemble each month
- Improving the filing system

PRs:

- Organize/facilitates fundraisers
- Press releases
- Overlooks websites
- Invite the School Board and other Hayward dignitaries
- Donations/DonorsChoose/Sponsors
- Make and distribute flyers
- Sign-ups/member contact list
- Posters
- Announcements
- Suggestions
- Plan socials, parties and field trips
- Student of the month

In General:

- Uphold and enforces standards and rules clearly
- Serve to inform and coordinate group activities
- Attend all council meetings and functions
- Be accessible through phone, email, FB, etc.
- Keep track of members
- Voice out anything that needs to be worked on, conflicts, etc.
- Be responsible and organized
- Have respect for all members
- Be responsible, trustworthy, and represent the MEHSO organization
- Make sure that you are familiar with how the program runs
- Maintain your eligibility throughout your term
- Word of the week
- Musician of the week
- Warm ups