

ALLEN ORCHESTRA

Leadership Team Duties

President: (One individual for the entire Orchestra program)

Must be a senior and have been in orchestra at least one year
Must have passed all classes (six weeks grades) the year prior to serving
Plans orchestra officer meetings as needed
Takes minutes at all orchestra officers meetings
Delegates all orchestra activities through Vice-Presidents and Orchestra Council
In charge of planning Spring orchestra banquet
Oversees all social activities of the Allen Orchestra including the following:
- hosting a back to school party within the first two weeks of school
- hosting two major social events - one in the fall and one in the spring
Required to attend all events of the orchestra, including trips

Vice President: (One individual per Orchestra)

Must have been in the orchestra program for at least one year
Must have passed all classes (six weeks grades) the year prior to serving
Helps to delegates all Orchestra activities with the President
Attends orchestra officer meetings
Assists president with the planning of social activities
In charge of obtaining chaperones for all orchestra events
Assists president with the planning of the orchestra banquet
Takes pictures of social and musical events (prints and slides)
In charge of writing thank-you notes

Orchestra Council: (2-6 members per Orchestra – based on Director's needs)

Must have passed all classes (six weeks grades) the year prior to serving
Attends orchestra officer meetings
Duties will be delegated and assigned by the Orchestra President – activities and duties include:
Help plan social events
E-mail list – compile an e-mail list and send regular e-mails about orchestra events (Publicity)
Orchestra shirt
Help directors with duties such as stage set-up, risers, etc.
Trip – organize social events as needed
Spring Concert – Senior Slide Show – baby pictures and senior pictures, Senior Insert
Help with organization of banquet
Banquet end of year video + Senior slide show
Banquet book – Senior wills, Senior pictures, Senior Gifts
Fundraising
Orchestra awards
Spirit signs and concert publicity signs

*All officers will be required to attend all activities of the Allen Orchestra.
Social events will not be announced until a list of chaperones is submitted.
All officers will be required to participate in any trip or performance of the Allen Orchestra except for health reasons or by special permission from the music director.*

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Leadership Team Election Plan

Friday, 12 September 08

Essays from each candidate due at 3:15p

Monday or Tuesday, 15 or 16

September 08

In class speeches - during class

Wednesday or Thursday, 17 or 18

September 08

Voting in class

CAMPAIGNING

1. **Presidents** - turn in video presentation by Friday, September 12. These can be turned in to your orchestra director anytime before September 12.
2. **Vice-Presidents** - turn in essay by Friday, September 12. These must be turned in before you can campaign or give in class speech. These can be turned in to your orchestra director anytime before September 12.
3. **Vice-President candidates** will speak in their class only. The speech should be no more than 5 minutes long and state the reasons why you would make a good orchestra officer.
4. **All Candidates for office** should not give out any candy or gum during their campaigns.
5. **All Candidates** may prepare one campaign poster to hang in the orchestra room. These posters should be no larger than 8 ½" x 14" (legal size paper).
5. If you choose to make two posters, one can be hung in the orchestra room and the other in the hallway outside the orchestra room. If you choose to make only one poster, it will be hung in the orchestra room.
6. **Posters will not include any negative comments about any other students that are running for office.**
7. **Questions? Please call the orchestra office at 972-727-0400, ext 7748 or you can e mail one of us at the following addresses.**

Mr. DeVoto
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Ms. Townley
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Mr. Needham
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