

Music Council: Guiding Principles

All Full Music Council and Executive Members

- Contribute to growth in the VT Music Program by being prepared and on time for music council meetings with whatever tasks were assigned, and with new ideas when needed
- Always set an example of being a top music student by demonstrating professionalism within the program and the school, and while on Music Tour. Professionalism should also extend to online forums, where communication should be respectful at all times
 - Use this rule to help guide your online presence as an ambassador of the music program: only write what you think is appropriate for your teacher to read. Anything outside of that frame of reference should probably not be written down and connected to your online presence in any of our music forums
 - Use full sentences that aim to be grammatically correct, clear and concise, with good use of vocabulary and spelling
 - Refrain from using inside jokes that others are not privy to
 - Refrain from negative commentary and put-downs, such as but not limited to, derogatory language and swearing
 - Voice differences of opinion politely, and be open to listening to different opinions
 - Help keep music chats and other forums on topic, related to music, and report concerns of a breach of protocol to Teachers promptly and privately
- Pay attention to messages from music council members (teachers, president, secretary, treasurer, VP's) and respond in a timely manner (within one school day)
- Assist your ensemble by volunteering your services for ensemble operations, whenever available (e.g. highlighting new score parts, reed count, tuning beginners, etc.)
- Communicate with all members/your section members of the VanTech music program regularly to foster a sense of community, and be open to receiving input and ideas about how to help better meet students' needs
- Volunteer and attend Music Council events in addition to concerts, such as but not limited to, Music Mixers and Jazz Cabaret

President

- Starts school year with broad knowledge of timeline of events and creates an action plan for event organization
- Creates an action plan for the implementation of any viable ideas brought forward throughout the year within music council, in a timely manner
- Determines dates for student-led events at least 2 weeks in advance, and confirms supervision with adults at least one week in advance
- Communicates expectations of music council members clearly on a regular basis
- Is prepared to lead MusCo meetings and discusses agenda items in advance with teachers and provides opportunity for students to submit agenda items (up to one day in advance)
- Expects excellence from music council executive, and follows up with expectations; when needed, seeks help from Teachers to communicate expectations if not being met by other members of MusCo
- Ensures that meetings run effectively and stay on topic
- Reminds VP's to notify section leaders of full council meeting dates (always first Wednesday of the month, and occasionally before important events)
- Plans and delegates big events in detail with assistance from teachers, such as jazz cabaret and concerts
- Keeps track of meeting attendance from Secretary and addresses concerns around unexcused absences, as well as reports repeated meetings/events missed to Teachers who will assist in communicating expectations around meeting attendance

VP Band, Choir, Strings

- Communicates as quickly as possible with ensemble's section leaders including but not limited to, important date reminders and any other information that pertains to them (e.g. searching for volunteers for special events, music council hoodies, etc.), which has been shared in exec meetings and chat groups
- Updates their ensemble board monthly
- Communicates with all members of their ensemble regularly to create a sense of community, and is open to receiving input and ideas about how to help better meet ensemble needs
- Always sets an example of being a top music student by demonstrating professionalism within the program and the school
- Helps teachers and section leaders with the organization of ensembles for Remembrance Day

Secretary

- Takes minutes during meetings and distributes last week's minutes to executive (through chat or email)
- Keeps detailed music council records (we recommend a shared google drive), including minutes from meetings, election forms, financial history, and a record of all music-council run events
- Reiterates important messages to full music council and ensemble members when applicable

Treasurer

- Assists the teachers in making deposits for all accounts on a weekly basis
- Keeps a financial record of music council intake and output (e.g. end of year BBQ, music mixers, hoodies, etc.)
- At the beginning of the year, the treasurer will meet with the president to discuss the projected budget of major music council events for the year (e.g. fundraisers like jazz cabaret, chocolates, concerts)
- Updates the budget quarterly

Tour Planner(s)

- Help collect money and forms during your ensemble/CS blocks only, carefully following protocol (e.g. cash requires receipts, forms checked off clearly with your initials, date, etc.)
- Alphabetize binders by last name weekly
- Create roster of students for your assigned tour (e.g. Senior v.s. Junior) using either google sheets or excel
- Update online roster weekly
- Create bus lists, daily itineraries, etc. as directed
- Delegate other CS and music council students to help with tour preparation leading up to tour (e.g. making t-shirts, stuffing lanyards, etc.)
- Give input to teachers during planning process to include student voice and recommendations for activities
- Assist teachers in creating tour kit packing list and packing tour kit before tour with all needed supplies (ie. reeds, mouthpieces, scores, strings, parts, etc.)
- Reminds students of payment due dates
- Trains next year's Tour Planner on tour-related duties by mid-June

Public Relations

- Updates all VT Music social media on a daily to weekly basis
- Maintains and updates Van Tech website
- Trains next year's PR rep on all social media and website maintenance by mid-June
- Creates or delegates the task of creating ticket and poster design for all VT Music Events
- Maintains outreach via social media on a weekly basis (ex. Flex Friday, etc.)
- Fills out announcement request forms for meetings and upcoming events (e.g. concerts, extra rehearsals outside of class time, special events)
- Communicates with members of full music council important information that needs to be disseminated to other members of the VT Music Program (e.g. flex Friday, music mixers, concerts, etc.)

Teachers

- Ensure that at least one teacher is present at all meetings to help meetings run effectively and stay on topic, and to help create an environment where every member of Council has a chance to speak on a topic
- The teachers are co-chairs of the Music Council and will help the agenda items be discussed by all, suggesting motions to move items forward when applicable
- Offer guidance and support in helping Music Council reach their goals
- Maintain a safe learning environment inside classrooms and in Music Council meetings
- Take accusations around harassment and bullying (online and offline) seriously, following up individually and promptly on a case by case basis with each student involved

Kelsea

Students - Respect class time and come prepared

Teachers - Maintain a positive environment in class

Parents - Maintain a positive environment at home around practicing

- Be supportive of a student musician's needs, such as purchasing concert blacks

Maya

Teachers - Teachers take care of themselves

Parents - Show involvement by reading music letters

Students - Ask for help when needed

Anika

Parents - Allow your child to work toward effective communication on their own before involving yourself

Maayan

Parents - Parents who are volunteering respect students within Music Council's goals and authority toward leading

Students - Respect and listen to their sectional leader

Celine

Parents - Support your child by attending concerts as regularly as possible

Tobias

Students - Don't mock other students' mistakes but be supportive of their growth and respect the learning environment and have an understanding of your own mistakes

Henry

Students -

Motivating student growth

Ms. Riegert

Teachers and students need to work toward keeping the room clean.

Kyiesha

Students - Be encouraging of yourself and others

Patrick

Students - Respect other's musical ability as everyone is at different levels