

## *LHHS Choir Council Positions*

*(Revised 3-12-24)*

In the La Habra High School Choir student leadership is essential. The choir will have a large governing body (Choir Council) and a smaller core (Executive Board) made up of certain members from the large group. The Choir Council will meet quarterly and the Executive Board will meet weekly.

### *LHHS Choir Council:*

The LHHS Choir Council will be made up of

1. Section Leaders
2. Assistant Section Leaders
3. Choir Attire Manager
4. Choir Librarian
5. Choir Gardener
6. Ukulele Ensemble Captain
7. Assistant Musical Director
8. Executive Board

The Executive Board, Assistant Musical Director, and the Uke Ensemble Captain must be interviewed. All other positions on the Council may be volunteered for and after consultation, Mr. Montoya and the current Choir President will appoint students to the positions. Students who wish to be in these roles should express interest ASAP, except for section leaders who will be chosen at Chamber auditions, and/or in the Fall.

### *Choir Council*

- Requirements:*
1. *Minimum of 1/2 year experience in the La Habra HS Choirs*
  2. *Enrollment in a choir class*
  3. *Must be available periodically after school, during lunch, quarterly, and as needed.*

*LHHS Choir Executive Board:* The Executive Board members will include, the Musical Director (Mr. Montoya), Choir President, Vice-President of Business, Vice-President of Publicity, and the Choir Secretary. All of these officers are also members of the larger Choir Council.

### *Executive Board*

- Requirements:*
1. *Preferred 1 year of experience in the La Habra HS Choirs*
  2. *Enrollment in a choir class*
  3. *Must be available after school for 2-4 hours per week. (More or less depending on activities.)*

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*Executive Board Officers:* *These positions are filled by interview only.*

**President** - The President is the main liaison to Mr. Montoya. All officers are answerable to the President, who is answerable to Mr. Montoya. It is preferred that the President have at least one year of experience in the LHHS Choirs and one year on the Choir Executive Board. Duties include, but are not limited to:

1. calling, running, and presiding over Choir Council and Executive Board meetings
2. making sure that all officers are completing their tasks in a timely fashion
3. helping to arrange and administer choir tour
4. helping to arrange Jr. high choir tour for Winter
5. assisting with concert programs and creating "runs-of-show"
6. assisting with choir recruiting and auditions
7. being the liaison to teachers of all other Hi-ARTS programs (Drama, Art, Dance, and Band)
8. assisting with Choir Council/Executive Board interviews and appointments
9. arranging work crews for concerts and events (set up/tear down crews, greeters, stage crew, etc.)
10. being the liaison between all choir program ensembles

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Vice-President of Business - Duties include, but not limited to:

1. assisting in arranging and administrating fundraisers
2. organizing and arranging ticket sales, online and in-person, including concert events and opportunity drawings
3. collecting and precise accounting of all choir monies
4. being the direct liaison to LHHS Accounting (Ms. Tarnowski)

Vice-President of Publicity - Duties include, but not limited to:

1. keeping the music program in the morning announcements EVERY week (Choir GUY or GAL \_\_\_\_)
2. link to other important social media hosts (admin, ASB, yearbook, etc.)
3. developing and maintaining choir news online (Choir Instagram @LHHSChoir)
4. producing choir flyers and getting them posted around campus and online
5. keeping choir news and events on the school marquees
6. keeping choir news and events on the two outdoor choir bulletin boards
7. taking (or coordinating) pictures at all choir events, and then posting them immediately

Secretary - Duties include but are not limited to:

1. taking minutes for each meeting
  2. assisting in filling out all forms for choir activities, (field trip requests, activity requests, transfer lists, etc.)
  3. updating the choir website every week by Sunday night
  4. phone calling (must have professional phone skills)
  5. keeping an updated monthly calendar in the classroom
  6. organizing "Thank You" cards from the choir when appropriate
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LHHS Choir Council Officers: STUDENTS DO NOT NEED TO APPLY FOR THESE POSITIONS with the exception of Assistant Musical Director and Uke Ensemble Captain. They may express interest to Mr. Montoya and he will make and announce his appointments in consultation with the current Choir President.

Assistant Musical Director - Duties include, but are not limited to:

1. assistant directing the choirs, both individual and en masse
2. rehearsing and conducting at least one piece for each concert
3. running sectional rehearsals

Uke Ensemble Captain - Duties include, but are not limited to:

1. helping Mr. Montoya run and rehearse the Uke Ensemble
2. helping to set up Uke Field Trips

Choir Attire Manager Duties include, but not limited to:

1. seeing that the choir is properly outfitted for concerts (hair, dresses, tuxes, ties, socks, buttons, jewelry, etc.)
2. being in charge of outfit checks at concerts
3. dealing with hair etiquette for concerts
4. keeping the CAB (Concert Assistance Bag) well-stocked
5. being in charge of yearly shirt/sweatshirt orders

Choir Librarian Duties include, but not limited to:

1. Helping Mr. Montoya to keep the choir library of music organized
2. Scanning and filing new choral music purchases

Section Leaders Duties include, but are not limited to:

1. marking daily participation points
2. assuring that their section is well-prepared and has all of their daily materials
3. assuring that their section knows their part well
4. calling sectionals outside of class time when necessary

Assistant Section Leaders Duties include, but are not limited to:

1. taking over in the Section Leaders' absences
2. going to quarterly meetings if the Section Leaders cannot attend

*Application for Positions on the LHHS Choir Council*

Please keep pages 1-2 in your portfolio and turn in *this* form to Mr. Montoya, in hard paper copy, BEFORE your scheduled interview time. NO LATE APPLICATIONS WILL BE ACCEPTED.

Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

How long have you been in the La Habra Choirs? \_\_\_\_\_ years \_\_\_\_\_ semesters (min. 1 year exp.)

What leadership experience do you have? \_\_\_\_\_

\_\_\_\_\_

For which office/position are you are you applying? \_\_\_\_\_

What experience/skills/talents do you have that would help you to serve in this capacity?

\_\_\_\_\_

Please write concisely why 1. you want to be a leader, 2. you feel that you would be an effective leader, and 3. you feel that you will be able to fulfill the duties of the office for which you are applying. (You may continue on the back of this page. Or, you may type your answer and attach it to this form):

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*Thank you for taking such a great interest  
in dedicating your time and talents to our La Habra High School Choirs!*