

## **EXECUTIVE BOARD**

President/Vice-President's will act as "Executive Board."  
Collectively, the Executive Board will oversee all of the orchestra functions.

### **PRESIDENT: Audrey Godfrey**

*Schedules and presides over all student officer meetings*  
*Creates an agenda for all officer meetings*  
*Regularly reports to Mr. Ray*  
*Performs other duties as directed by Mr. Ray*  
*Appoints Committees*  
*Attends all orchestra related functions*  
*Represents orchestra in school wide events*  
*Serves as spokesperson of orchestra*  
*Serves as master of ceremonies during orchestra concerts*  
*Remains fair and impartial during organizational decision-making processes*  
*Shows enthusiasm for orchestra and serves as ideal role model for orchestra members*  
*Provides encouragement and motivation to fellow orchestra members and officers*  
*Assists with orchestra hosted events such as Pre-UIL, etc.*  
*Assists with orchestra concert logistics*  
*Oversees banquet preparations*

### **VICE PRESIDENTS:**

#### **Gabby Caceres, Alex Nguyen, Mivi Nguyen, and Amanda Ferguson**

*Assumes the duties of the President in her absence*  
*Performs other duties as directed by the President*  
*Performs other duties as directed by Mr. Ray*  
*Attends all orchestra related functions*  
*Remains fair and impartial during organizational decision-making processes*  
*Assists with orchestra hosted events such as Pre-UIL, etc.*  
*Assists with orchestra concert logistics*

### **EXECUTIVE BOARD RESPONSIBILITIES:**

1. Children Concert Script, Theme and Design
  2. T-Shirt Design
  3. Orchestra Banner
  4. Mission Statement
5. Orchestra Outreach to Philharmonic and Sinfonia
  6. Big / Little Program
  7. Coordinate Socials
  8. Community Outreach
  9. Homecoming Float Design
10. Communicate student concerns to Mr. Ray
  11. Banquet Theme
12. Other responsibilities that may arise throughout the year

## **CHAIR POSITIONS**

### **SECRETARY: Sydney Ludlow**

*Keeps an accurate written record (or "minutes") of all orchestra meetings*  
*Shares minutes of meeting with Mr. Ray*  
*Works with President to create agenda for meetings*  
*Attends all orchestra related functions*  
*Performs other duties as directed by Mr. Ray or president*  
*Record any votes taken by the entire officer team and/or executive board*

### **HISTORIAN: Rachel Kusumo**

*Keeps visual, video, written, etc. record of all orchestra events and activities*  
*Creates End-of-the-Year slideshow*  
*Assists Publicity Managers with publication on Social Media*  
*Attends all orchestra related functions*  
*Performs other duties as directed by Mr. Ray or president*

### **FACILITY MANAGERS: Sarah Hart and Mihir Kalghatgi**

*Maintains orchestra room functions and assists with logistics and procedures*  
*Maintains Accordion Folders*  
*Maintains Rosin, Rock stops and other supplies*  
*Makes sure cello and bass students loosen their bow after class*  
*Organizes "Friday Shout-Outs"*

### **PUBLICITY MANAGERS: Emily Hang and Jaidyn Turner**

*Operates and monitors orchestra social media accounts; Instagram, Twitter, and Facebook*  
*Publicizes orchestra events through print and digital media*  
*Publicizes Social Events to all orchestras through both print and digital means*  
*Monitors social media activity and reports inappropriate posts/messages/etc. directly to Mr. Ray*

### **LIBRARIANS: Phacelia Cohen and Stacy Howard**

*Files, sorts, copies, etc. all music materials in orchestra*  
*Operates orchestra copier and assists with Solo and Ensemble music distribution*

## **EXPECTATIONS FOR ALL ORCHESTRA OFFICERS:**

Maintain a positive attitude and model good citizenship on a daily basis  
Maintains professional relationships with all officers and orchestra members  
Maintains professional behavior when handling disagreement  
Attends all orchestra functions  
Remains academically eligible throughout the school year