

Chippewa Valley High School Choirs

Leadership Application & Requirements

Must be turned in and complete by Thursday, May 2nd.
Interviews held Tuesday, May 21st or 28th (TBA) after school!

Webster's Dictionary defines a leader as: *a person that leads, as a guide, commander, or conductor.* To lead is defined as: *to guide, especially by going in advance.*

Student leadership plays an essential role in the success of the CVHS choir program. All members of the choral department look up to the choir leadership. The expectations of our leaders are extremely high.

If you are applying for a CVHS Choirs leadership position, be advised that being a leader is not just a "resume-builder". To be an effective leader, you must display exemplary character, dedication, service, camaraderie, and musicianship. Student leaders will be expected to attend **all rehearsals and performances.** If you do not agree with this policy, do not apply for a leadership position. Before you complete this application process, be 100% sure that you are dedicated and committed to establishing the highest qualities of character, achievement in academics, attainment in leadership, perfection in musicianship, and dedication to service towards others and CVHS Choirs.

Leadership Requirements and Eligibility

All leadership applicants must complete the following requirements to be considered for a desired position:

1. Support the director with loyalty and dedication.
2. Entering grades 10, 11, or 12.
3. Maintain a 2.5 GPA and no failing grades.
4. Have no disciplinary referrals from any teacher.
5. Present each of your teachers (excluding Mr. Pecar) with a recommendation to be completed and returned by the deadline (**Thursday, May 2nd, 2024**).
6. Will not miss any CVHS Choirs performances or functions, except for illness and/or family emergency.
7. Officers must also help plan AND attend choir camp in the summer.
8. Demonstrate the highest level of musicianship throughout the year.
9. Complete an interview.
10. If selected, attend fall leadership workshop.
11. Complete a typed, 1-page essay that covers the topic stated below:

***Why I should be selected for the _____ position in
CVHS Choirs***

In your essay, be sure to list any previous leadership positions you have held in CVHS Choirs or other organizations, and what you have to offer as a leadership role. You may interview for several positions. If so, document job titles on your application and within your written essay. Include which positions you're interviewing for in your essay. **Include your thoughts on how to recruit and retain people in choir – ideas for both, current high school students and middle school students.**

You only need to write one essay if you're interviewing for different positions.

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The following describes what is expected of **ANY** and **ALL** students in a CVHS Choirs leadership position*:

A choir student leader will be a strong leader by example (one of the hardest workers in choir, displaying a high level of commitment, focus, intensity, passion, and effort) and strong vocal leader with good communication skills (one who will encourage, support, and positively hold all fellow choir students accountable). The primary purpose of student leadership will be to positively influence choir members, in and outside of choir, at all extracurricular school and non-school activities, and in the local community.

Duties and Responsibilities: Student leadership will be expected to: be on time to all rehearsals and choir functions (at least 10 minutes early); promote a positive attitude and positive choir interactions – every day; provide a positive role model concerning commitment, intensity, confidence, response to mistakes, hustle, and a “team first” focus; help settle conflicts and be willing to confront and hold choir members accountable for their in- and out-of-choir behaviors; work with and be a “point-person” for the choir director; encourage and support all choir members; lead the choirs through the year (in good and bad times); perform other related choir duties (as needed or requested by the choir director).

Working Conditions/Environment: Student leadership will be asked to perform their roles at all times. This includes situations when the choirs are not performing well, in the midst of a bad rehearsal, when fellow students are struggling to get along, and when teachers and/or teammates are negative in what they say and how they interact with one another.

Essential Job Functions: Student leadership will be asked to: be the hardest workers in the choir (be the most committed/compelled); model mental toughness by remaining confident and focused, and by responding to individual and team setbacks in an appropriate manner; develop strong interpersonal and choir relations (friendships); provide energy and passion; compliment and support teammates; challenge fellow students to get better and work harder; confront fellow students’ negative attitudes, complaining, gossip, and lack of effort; make good decisions (in and out of choir); check in with the choir director.

Abilities and skills needed: Passion and enthusiasm; energy and hard work; commitment to be the BEST; good verbal and nonverbal communication skills; strong character (good decision-making); confidence and mental toughness; assertiveness (to do what is needed); composure (to remain cool and calm under pressure).

Qualifications required: A willingness to go “outside your comfort zone” and push fellow students and yourself to a higher level of performance...every day!

*adapted from the Team Captain Job Description created by Greg Shelley, Janssen Sports Leadership Center Director of Leadership Academies at Lafayette, Colgate, and Fordham.

If you are willing to hold yourself to this standard, please review the descriptions and requirements of individual choir leadership positions below:

President: The voice of the chorus department. This student works closely with the director and officers to ensure smooth yet energetic rehearsals and performances. The president will also work as a liaison between the student leadership, the director, and the choir. They will lead officer meetings, be present at booster meetings, facilitate extracurricular CVHS Choirs events (choir bonding, holiday parties, etc.), and make sure all sections are meeting for their outside of school practices - when necessary. The president will also represent CVHS Choirs at Curriculum Night, Freshman Orientation, Middle School tours, and any event where CVHS Choirs are on display. The president will work alongside the vice president to ensure all officers are performing their duties, completing tasks in a timely fashion, and attending officer meetings. The president should have good organizational skills, be able to work with a variety of people, possess good management skills, and be able to manage time effectively.

Vice President: Responsible for helping the president in all activities, the vice president will work alongside the president to ensure all officers are performing their duties and attending officer meetings. They organize the contact list for all students and parents during choir camp, retrieves sizes and styles for CVHS Choirs merchandise (t-shirts, hoodies, jackets, etc.) – as necessary, and attends booster meetings with the president. The vice president will also represent CVHS Choirs at Curriculum Night, Freshman Orientation, Middle School tours, and any event where CVHS Choirs are on display. Like the president, the VP will need to be very organized and be able to manage groups of people effectively. The VP will need to be creative and be able to think outside the box.

Secretary: Responsible for passing out/collecting attendance folders at all rehearsals and performances – if necessary, and taking minutes at the CVHS Choir Council E-Board and Full Council meetings. In addition to taking attendance, the secretary is responsible for communication between the director and CVHS Choirs. The secretary will make programs for all CVHS concerts – as necessary. The secretary will also represent CVHS Choirs at Curriculum Night, Freshman Orientation, Middle School tours, and any event where CVHS Choirs are on display. They will maintain the calendar in the room and update each member on upcoming events. The secretary will also help document volunteering – per the Director’s instruction, document all CVHS Choirs activities, create the name badges for choir camp, and assist the historian and room manager with decorating the various boards in the choir room. The secretary should be good with computers and able to work autonomously to complete tasks.

Historian/Social Media/Marketing Coordinator(s): Responsible for keeping written records, photographic records, and video archive of all CVHS Choirs events, from summer choir camp through graduation, and maintaining all CVHS Choir Council social media accounts. Additionally, they will obtain footage of CVHS Choirs events to be compiled, edited, and presented at a chorus functions like Curriculum Night, Freshman Orientation and Middle School tours. This needs to be done WELL in advance. A sample video incorporating pictures and background music **MAY** be submitted at the time of the interview. While encouraged, it is not required for historian consideration.

Librarian: Responsible for organizing and retrieving all music when asked, assisting Mr. Pecar in collecting and digitizing the library, copying music, organizing left out copies into the library. The librarian will ensure that any missing music is filed and not left throughout the choir room (on the piano, in practice rooms, etc.).

Choir Room Manager: The Choir Room Manager will be responsible for our classroom. Our choir room is the physical representation of our program, and it needs to look awesome. Not only will the choir room manager help decide how our room is decorated, but they will also make sure the room is in good shape – Seats in the right spots...bulletin boards up to date, counters cleaned, etc.. The choir room manager must be responsible and motivated, enjoy maintaining orderliness, and lead good stewardship of our classroom by example...and keep that microwave clean either on their own or assign the job...please. Coming by before or after school to get the room set up is essential to this job.

Celebration Coordinator(s): The celebration coordinator(s) will be responsible for organizing choir parties and other bonding events that will happen throughout the year. They will generate enthusiasm and positive attitudes toward choir events. They should have good planning skills, creative ideas, effective communication abilities, and a welcoming, inclusive demeanor. They will coordinate who creates advertisements/promotional materials for events. They will make sure ALL feel welcome.

Class Representatives: The class representatives will be elected in the fall. They will be required to attend ALL meetings and social events. This person needs to be reliable and maintain good correspondence with the rest of the E-Board. These representatives will act as the liaison between the E-Board and the students in their class. These students will share (with their class) what happens at every meeting. These students need to be welcoming and positive. They need to make all of their choir peers feel welcome at every event and get students to come to social events. They need to share ideas from their choir with the E-Board. Other duties to potentially be added in the future.

Leadership Application Conclusion

Being an officer in any organization is an honor and a privilege. In order for an organization to succeed, officers must **ensure that the membership feel welcomed, appreciated, and lead with dedication and by example.** Listed above is what is expected for each leadership position. Additional duties could be added by Mr. Pecar at any time. Please take the time to fill out the short application and write your essay. Remember, your essay is the primary tool that you can use to convince the Choral Department Staff that you are right for the job. Put dedication and time into this item to show your preparation for your interview.

All leadership application packets will need to include the application, your teacher recommendations, and your essay. *These items must be turned in to Mr. Pecar on or before **Thursday, May 2nd.***

The following criteria will be used in selecting students when filling choir leadership positions: ***Musicianship*** (as demonstrated through work ethic, teach-ability, and musical abilities); ***responsibility*** (as demonstrated through attendance and concert preparation and past evidence of reliability); ***leadership abilities*** (as demonstrated through rehearsal attitude, leading by example, representing the program with top quality, getting others to jump on board with you); ***service*** (as demonstrated by volunteering at choir related events); and ***class standing*** (preference will be given to upperclassmen when all else is equal).

Being an officer is a serious and rewarding opportunity. I eagerly look forward to reviewing your application and working with CVHS Choirs leadership.

The deadline for all leadership applications is **Thursday, May 2nd.**
No applications will be accepted after this day. Being able to complete tasks and responsibilities in a timely manner is essential to fulfilling a leadership role: consider this deadline as part of your interview.

The goal is to have all officers in place by the end of the school year, so we can begin planning choir camp and getting organized for next year as soon as possible. We will be holding interviews on **May 21st or 28th (TBA).** If you have any questions about this application, please talk to Mr. Pecar in person.

Chippewa Valley High School Choirs

Leadership Application

Name _____

Voice Part _____

Position(s) Desired _____

Grade Next Year _____ Years in Choir _____

Home Phone # _____ Cell Phone # _____

Student email address (please print legibly) _____

Students and Parents:

By signing and returning this document, you are showing that you have read, understand, and agree with all of the stated requirements and expectations of the leadership positions. You understand that you may not be selected for a specific leadership position, but you are **still expected to be a contributing member of Chippewa Valley High School Choirs**. Furthermore, you understand that the expectations of being a leader are extremely high. If chosen for a leadership role, you are expected to have a good attitude, perfect attendance at all choir events, be unequivocally responsible, honest, understanding, and treat all choir members fairly.

Student Signature: _____

Parent Signature: _____

Date: _____

CVHS Choirs Leadership Application Teacher Recommendation

Student Applicant _____ Teacher _____

Date Recommendation Form Received: _____

Please assist us in our application process for leadership positions within the Chippewa Valley HS Choral Department for next school year. Your input will be kept confidential and used solely by the Choral Director to appropriately assign leadership roles. **Once completed, please place in Mr. Pecar's mailbox or bring straight to the choir room by Thursday, May 2nd.** Thank you for your assistance!

	POOR			ABOVE AVERAGE	
Attitude	1	2	3	4	5
Character	1	2	3	4	5
Responsibility	1	2	3	4	5
Academic Achievement	1	2	3	4	5
Leadership	1	2	3	4	5
Ability To Work With Others	1	2	3	4	5

Total Score: _____ / **30**

Comments/Concerns (if applicable)

Teacher Signature: _____

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Comments/Concerns (if applicable)

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Comments/Concerns (if applicable)

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