Quality student leaders are vital to the success of the Whitehouse Jr. High School Choral program. Serving as a Choir Officer is both an honor and a responsibility.

Choir Officers (Choir Council) must:

- **LEAD by example:** Daily demonstration of positive attitude, hard work, dedication, effort, reliability, school and organization pride, and commitment to excellence in all endeavors.
- **DEMONSTRATE strong initiative:** Get things done without waiting for someone to ask for something to be done.
- **EXHIBIT strong musical passion, understanding, and versatility.**
- **MAINTAIN an inclusive social status.** Work diligently and pleasantly with all other members of choir, and treat all choir members as equals and with respect.
- **PRACTICE vision:** Planning with the end in mind.

**REQUIREMENTS OF ALL OFFICERS:**
- Attend all choir officer meetings (just a few throughout the year)
- Participate in all choir activities, including extra-curricular activities
- Represent WJHS Choir in a positive light in your behavior in and out of the choir room.
- Actively seek out new members for choir

**OFFICER DESCRIPTIONS:**

**PRESIDENT (All Choirs; Varsity Treble-must have been in WJHS Choir all of 7th grade year):**
- Take daily class attendance for director; must arrive early to class to help
- Act as a liaison between choir members and the director
- Attend all Choir Council Meetings
- Lead other choir officers in making sure their duties are carried out
- Assemble and supervise committees for special projects and activities
- Help take up the responsibilities of absent officers in rehearsals and meetings
- Promote and represent WJHS Choirs throughout the school and community

**VICE-PRESIDENT (All choirs; any grade):**
- Treble Choirs - Steps in to take daily class attendance when the President is absent
- Tenor-Bass Choir - helps director organize music and papers
- Helps President in planning special projects and activities
- Help take up the responsibilities of absent officers in rehearsals and meetings
- Assist Reporter/Historian with publicity
- Promote and represent WJHS Choirs throughout the school and community
- Attend all Choir Council meetings
SECRETARY (Treble Choirs):
- Steps in to take class attendance and take/retrieve copies when both the V-P and President are absent
- Assist the director with clerical needs in the Choir office (computer & organization) and room (mostly after-school)
- Take attendance and minutes at the Choir Council meetings and provide a written report to the director
- Promote and represent WJHS Choirs throughout the school and community
- Attend all Choir Council meetings

REPORTER/HISTORIAN (All Choirs):
- Take pictures during choir rehearsals & some events (scheduled with director)
- Compile a scrapbook/photobook (ex: Shutterfly) of programs, pictures, events, newspaper articles, etc.
- Produce publicity and communications for choral events: flyers, posters, etc.
- Supply pictures to the secretary to include in Choir articles for newspapers
- Create slide show for the end of the year activity
- Promote and represent WJHS Choirs throughout the school and community
- Attend all Choir Council meetings

LIBRARIAN (Treble Choirs):
- Step in for Secretary when she is absent
- Pass out and collect music in rehearsals
- Organize and maintain choral library (after-school)
- Promote and represent WJHS Choirs throughout the school and community
- Attend all Choir Council meetings

UNIFORM MANAGERS (1 per class):
- Organize and maintain uniform room
- Assist choir members in the fitting of uniforms
- Keep a record of uniform check-out/in
- Promote and represent WHS Choirs throughout the school and community
- Attend all Choir Council meetings

SECTION LEADERS (APPOINTED BY DIRECTOR BUT MUST FILL OUT APPLICATION):
- Serve as a positive and affirming rehearsal leader
- Take roll in his/her section and report to President (or whomever is taking class attendance)
- Thoroughly know your own part for each piece to lead out in rehearsals
- Be willing to lead sight reading practice in break-out sessions
- Promote and represent WHS Choirs throughout the school and community
- Attend all Choir Council meetings

OFFICER ELECTION PROCEEDURES:
- Officer Applications will be completed within the designated time given by the director. Late applications will not be accepted, except in the case of absence from school.
- Ballots will be created from applications and then class elections will be held.
- Each nominee will prepare a 30 second or less speech to present to the choir.
- Each nominee must receive over 50% of the class vote to win an office.
- Officers will be chosen according to the following criteria:
  - Application Score: 40 points
  - Student Vote: 50 points (point value based on vote standing/number of nominees divided by 50)
  - Director Selection: 10 points (director will use a scale of 1-10)
WJHS Choir Officer Application Form
(Due No Later than Tuesday, Sept. 4th)

NAME: ___________________________  GRADE: ________

CHOIR CLASS: ____________________

CHECK THE OFFICE YOU ARE APPLYING FOR:
____President  ____Secretary (Treble only)  ____Reporter/Historian  ____Section Leader
____Vice President  ____Librarian (Treble only)  ____Uniform Manager

If I am not offered the applied position, I would like to be considered for: __________________

Regarding a leadership role, I feel my greatest strength is:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

One of my weaknesses, although I am working on this, is:
____________________________________________________________________________________
____________________________________________________________________________________

QUESTIONS: Please take these questions seriously. Use time and thought to display your self in the best light, but be honest. Don’t make yourself into something you are not. At the same time…answer from the heart!

1) What leadership experience have you had both in and out of school?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

2) What awards have you received which would indicate achievement, leadership or citizenship?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

3) What do want your Choir to be?
____________________________________________________________________________________
____________________________________________________________________________________

4) If chosen, what would you do to improve the overall morale of the Choir?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

5) Write a statement of purpose for each of the officer positions you would like to be considered for. Describe leadership characteristics that you most identify with and why. (You may also write on the back of this application.)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________