

GOHS OrchStuCo Handbook



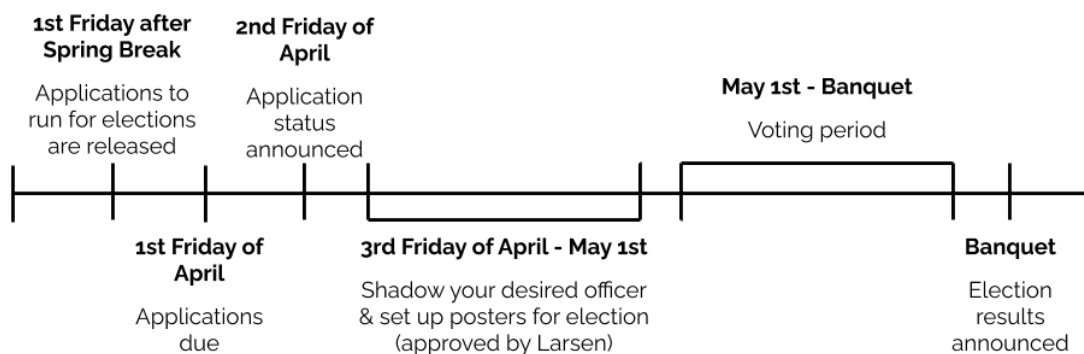
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1. Why Join?!

- You get to learn leadership skills, teamwork, and make a difference in your orchestra program! (Plus Leadership positions look phenomenal on college applications)
- You can stack your volunteer hours with another club (such as Interact, Honor Societies)
- Earn up to 20 lettering points per year

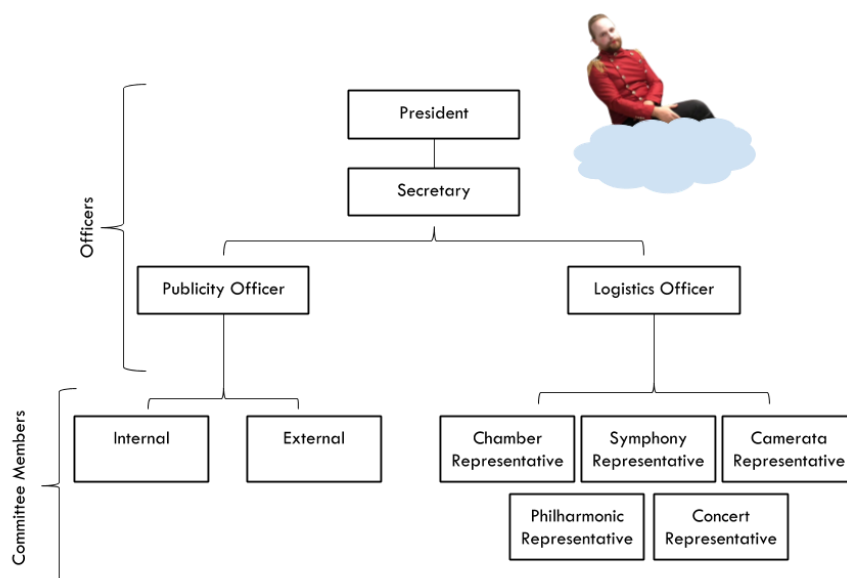
2. Joining

- Any interested members should...
 - Come to meetings in the fall (attendance at these meetings are mandatory for consideration in acceptance in OrchStuCo)
 - Fill out the application form
 - You will get to experience planning the kickoff social, the GOHS opening concert, and the York fall concert (~1st 9 weeks)
 - A decision regarding acceptance into OrchStuCo will be made in the meeting following the York concert
- To apply for an officer position you must...
 - Meet the prerequisites to apply (refer to specific positions below)
 - Follow the timeline below (subject to change)



3. Meetings

- Meetings are every Friday from 3:00-4:00. Officers and committee members are required to attend these meetings unless excused.
 - Once accepted as a member, failure to attend two meetings within a gwks without a prior excused absence will result in **removal** from OrchStuCo.
 - If absent, catch up with meetings through notes taken by the secretary



5. Committees

- Join slack (communication app)
- Volunteer at at least 1 orchestra event (socials or York/Cox concerts) per gwks
 - Check the OrchStuCo google calendar for dates
 - ALL Grand Oaks Orchestra concerts are required for ALL members
- Fulfill general requirements of orchestra members (ex. UIL eligibility)
- Proactive in contributing ideas and communicating with OrchStuCo

- No requirements for this position but preference will be given to experienced members

Publicity Committee

- Internal Affairs
 - Updates orchestras on events & opportunities
 - Creates posters for socials.
 - Posters are done through Canva. Talk to Publicity officer about joining the OrchStuCo Canva Group
 - Photographs orchestra events
 - Communicates with yearbook
- External Affairs
 - Governs Instagram (posts must be approved by director)
 - Creates posters for concerts
 - Updates website newsletter

Logistics Committee

- Manages organization of orchestra
 - Pass out music to their orchestra
 - Maintains orchestra room
 - Cleans orchestra room weekly/daily
 - Track inventory of uniforms, stands, chairs
- Creates activities for their orchestra
- Stage crew during concerts (stage set-up/tear-down, transitions, etc.)
- Distributes posters made by publicity

6. Officers

- In addition to duties of members, specific committees, and specific officers
 - Requirements: Have been in the orchestra program for 2 years and OrchStuCo for at least 1 year. (exceptions at director's discretion)
- **President-** Directs meetings, socials, and various volunteer events. Creates an agenda for each meeting. Ensures that other officers fulfil their duties. Updates handbook when needed
- **Secretary-** Handles documentation of meetings. Manages calendar (finds out time/dates), Slack, and notes. Substitutes for President when they are unavailable.
- **Publicity Officer-** Runs publicity committee with additional aid from the internal/external committee members. Creates the Canva shared folder for the publicity committee.
- **Logistics Officer-** Runs logistics committee. Leads all volunteer members at concerts and stage crew during concerts
 - It is very beneficial for this officer to be knowledgeable about the stage (curtains, lights) and have a contact in the theater department

Yours Truly,

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