

**2008-2009**

**\* KHS CHOIR COUNCIL OFFICER APPLICATION \* (SEE BELOW)**

NAME \_\_\_\_\_

GRADE IN 2008-2009:                      SOPHOMORE                      JUNIOR                      SENIOR

OFFICE SEEKING \_\_\_\_\_

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**LIST OTHER OFFICES and/or LEADERSHIP POSITIONS HELD AND WHEN:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**LIST ALL HONORS AND AWARDS RECEIVED AND WHEN:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**LIST ALL EXTRA-CURRICULAR ACTIVITIES YOU ARE CURRENTLY INVOLVED IN:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

STANDING IN CLASS RANK \_\_\_\_\_

GRADES ARE MOSTLY: A's    B's    C's    D's                      FAILURE LIST?    Yes    No

**\* All Officer Applicants must declare the office they are seeking on Monday, April 7<sup>th</sup>. You may not declare after April 7<sup>th</sup> and you may not hang election posters until April 7<sup>th</sup>. \***



**2008-2009**

**KHS CHOIR COUNCIL OFFICER RESPONSIBILITIES**  
**{Meetings are held every Monday, 3:30pm-4:00pm or later}**

**PRESIDENT:**

- Represents the choir in a positive and responsible manner
- Coordinates all choir meetings and presides over these meetings
- Serves as a liaison with other school organizations
- Serves as liaison in public relations with all KHS Fine Arts Departments

**1<sup>ST</sup> VICE-PRESIDENT:**

- Serves as Publicity Chairman for all Choir events and activities
- Writes announcements for all choir programs and honors/awards
- Serves as liaison in public relations with all KHS faculty and staff (birthdays, deaths, birth of babies, etc.)
- Presides over choir council meetings in the absence of the President

**2<sup>ND</sup> VICE-PRESIDENT:**

- Serves as Social Chairman for choir social events and activities
- Advertises choir social events and encourages participation in such events
- Helps with all choir fundraisers – advertisement and public relations
- Serves as liaison in public relations with feeder school choirs (KMS, ISMS, BCI, & SKI)

**SECRETARY:**

- Takes minutes of every council meeting and files those minutes in typed form the 1<sup>st</sup> Monday of every month
- Reads the minutes of preceding meeting at every council meeting
- Takes roll at every meeting and keeps attendance tally
- Informs Mrs. King of multiple absences and/or tardies
- Writes reports of every choir event for the Wigwam, Keller Citizen, FTW Star-Telegram, etc.

**HISTORIAN:**

- Prepares Birthday bulletin board
- Prepares cards for choir students' birthdays, illnesses, etc.
- Prepares choir's hallway display cabinet
- Organizes the choir scrapbook which is presented at the May Choir Banquet
- Supplies and organizes the choir Slide Show
- Coordinates class historians

## **THE FOLLOWING OFFICERS ARE ELECTED AT THE BEGINNING OF THE NEW SCHOOL YEAR**

### **CLASS PRESIDENTS:**

- Attends all choir council meetings
- Reports to respective choir about all decisions, events, etc.
- Acts as liaison between choir and head council
- Serves in public relations between his/her choir members
- In addition:

**Cantical Choir President helps 2<sup>nd</sup> Vice-President as liaison between KHS Choir and feeder schools**

**VT President helps 1<sup>st</sup> Vice-President as liaison between KHS Choir and KHS Faculty and Staff**

**VM President helps President as liaison with all KHS Fine Arts Departments**

### **CLASS HISTORIAN/SECRETARY:**

- Attends all choir council meetings
- Acts as liaison between choir and head council
- Serves in public relations between his/her choir members
- Helps Historian with organizing photos and other memorabilia of his/her choir
- Organizes birthday calendar/cards for his/her choir members

**\*\* ALL CHOIR COUNCIL MEMBERS ARE EXPECTED TO  
HELP WITH DECORATION AND CLEAN-UP OF ALL CHOIR  
EVENTS/PERFORMANCES \*\***