



## **Section Leader Responsibilities**

**Thank you for volunteering to be a section leader. We can't make great music without your help!**

The following items identify the general expectations and duties for section leaders:

**Learn Names.** Learn the faces and names of everybody in your section and in the band. Trust and respect work best when they go both ways.

**Lead by Example.** Members learn to trust and respect you when they see that you practice what you preach. You were most likely chosen because of your playing and professionalism; now is your time to pass these on.

**Track Section Attendance.** It is your job to know where your section members are and to report this to the set-up crew and to the conductors. Communicate to the member any important information learned during the missed rehearsal.

**Ensure Music is Covered.**

- If applicable, assign parts for members. Determine which part the person prefers to play, but also make assignments based on what would be best for the band, making sure that there are strong players on all parts of the music.
- Make sure that all parts are covered and balanced in both rehearsals and concerts.
- Make sure that every member has music. You can make copies yourself (and request reimbursement) or email pictures of the music to your section. Retrieve music and folders from members who leave the band or cannot attend a concert.
- If a member cannot attend rehearsal, ensure no one is sharing and will not have music.

**Welcome New Members in Your Section.** Introduce yourself before rehearsals. Introduce the new members to other section members and other band members. And get on friendly terms with everyone in your section. They'll be more likely to communicate with you (and listen.)

**Make Sure Members Understand the Rules.** Whether it's what to wear to concerts, or what time to show up, help your section be its best.

**Keep Your Section Under Control.** This doesn't mean order them around, but when they get out of hand, let them know. If necessary, seek help from another section leader or from staff. Remember, rehearsal time is limited and essential to the success of the whole band. Keep your section quiet and focused so they don't miss important instruction.

**Listen to Both Sides of a Conflict.** If there's a conflict between two sides, you will probably have to be the first line of defense to step in and solve it.