CMU MAVERICK STAMPEDE
STUDENT LEADERSHIP TITLES, ROLES, & RESPONSIBILITIES
(revised Spring 2020)

Student interested in applying for a leadership position are required to read and know specific responsibilities associated with each position (below), and interview the person(s) who held the position prior that they desire. There are 3 levels of student leadership positions. Positions may be combined (or even created) based on needs and student strengths in the band.

1. **Captains** - Band Captain, Drum Major, Visual
   - highest level & responsibilities and larger stipends
   - can be combined
   
2. **Managers** - Preseason/Media/PR, Facilities/Equipment, Uniform, Data, Music
   - high level of responsibilities and larger stipends - based on responsibilities
   - can be combined with Section Leader position
   
3. **Section Leaders** – Flute, Clarinet, Alto Saxophone, Tenor Saxophone, Trumpet, Mellophone, Trombone, Baritone, Tuba, Drumline, Guard
   - stipends based on section size and/or amount of responsibilities
   - can be combined with Manager position

Specific responsibilities and details associated with each position are as follows:

**ALL MAVERICK STAMPEDE LEADERSHIP**
- Promote & model positive Maverick Stampede spirit at ALL TIMES!
- Actively participate as a leader, even outside his/her assigned responsibilities or when supervised.
- Assist Director with administrative and/or "housekeeping" tasks as requested.
- Work with Director as needed to assist with various planning, recruitment tasks/events, student communication, and others.

**BAND CAPTAIN** (highest leadership position, larger responsibility/stipend)
- 1st liaison to Director (weekly 1-on-1 meetings as needed).
- Schedules and chairs student leadership meetings (as needed).
- Acts as ambassador for the Maverick Stampede and CMU.
- Assists Director and upper leadership (Captains) as needed.
- Coordinates & supervises various manager responsibilities.
- Leads/Coordinates all recruitment efforts at various performance events (CoWest, Regionals, State, summer events and others) - recruitment booth/table, materials, human resources/staffing.
- Leads/Coordinates all efforts associated with Awards Banquet (planning, funding, etc.)
- Coordinates and collaborates with Director for all-Preseason events (ie. summer events, summer planning, camp, welcome picnic) and other in-season events and planning.
- Delegates duties (as needed) for all other leadership with Director approval.
- Plans for and organizes (with Director) all logistics associated with Maverick Stampede Travel (itineraries, room/buss lists, budget, communication, etc.).
- Band Captain & Drum Major positions may be combined.
MUSIC CAPTAIN/DRUM MAJOR (upper leadership, larger responsibility/stipend)
• Prepares scores, conducts music, and is prepared to teach/rehearse the band or subgroups at any time.
• Leads band in routine music fundamental practice, including breathing exercises, instrumental warm-up, tuning, teaching and implantation of special techniques, and other fundamentals.
• Available for weekly 1-on-1 meeting with Director and other Captains as requested.
• Assists Director as needed in rehearsals or in preparation.
• Assists Band Captain with Recruitment table/booth and Awards Banquet events.
• Assists other Captains and Section Leaders as needed.
• Assistant Drum Major position(s) may be assigned as needed.

VISUAL CAPTAIN (upper leadership, larger responsibility/stipend)
• Prepares and distributes drill to membership (includes collaboration with Music Manager/Librarian and possible copying & organizing).
• Responsible for teaching, rehearsing, monitoring, and cleaning of all marching, maneuvering, drill, and visual aspects of Maverick Stampede membership (includes learning drill prior to rehearsals).
• Coordinates and plans with Director prior to each rehearsal regarding all visual components of the band. Preparations prior and after season required.
• Leads the Maverick Stampede in routine fundamental marching practice including body warm-up, stretching, stationary and moving fundamental practice, and teaching and implantation of specialty visual components. Mastery of Stampede specific fundamentals and large group teaching required.
• Communicates with other leadership regarding marching, maneuvering, and visual aspects needing attention to individual sections or members.
• Available for weekly 1-on-1 meeting with Director and other Captains as requested.
• Assists Band Captain with Recruitment table/booth and Awards Banquet events.
• Assists other Captains and Section Leaders as needed.
• Captain positions may be combined as needed.

MEDIA/PR/RECORDING MANAGER (larger responsibility/stipend, possible multiple leaders)
• Leadership responsibilities start in prior Spring term.
• Responsible for collection, organization, editing, and distribution of all Maverick Stampede media (pictures, audio, videos, press-releases, recruitment campaigns, and other documents). Candidate must be familiar with various modes of media and have personal access to high quality equipment and storage devises. Candidate assumes responsibility for publication and/or distribution of quality products.
• Create and follow-through with recruitment campaign strategies.
• Coordinates directly with Director for submission/distribution/publication on multiple media-related websites (Facebook, CMU websites, local press, etc.), with Director approval.
• Leads/Coordinates all aspects of end-of-season full ensemble recording session(s).
• Preparations prior and after season required.

FACILITIES & EQUIPMENT MANAGER (large responsibility/stipend, possible multiple leaders)
• Responsible for organization, security, safety, and management of Maverick Stampede storage room, outside practice field, and inside rehearsal spaces.
• Responsible for inventory, movement, and care of all band equipment (electronic equipment, podiums, field markers, etc....non-instruments). Preparations prior and after season require
• Arrives early to every rehearsal or performance with enough time to open doors, turn on lights, set-up for, and otherwise prepare the facility for the scheduled event prior to the arrival of other members.
• Secures all facilities and equipment at the end of scheduled rehearsals and performances. The
Facilities/Equipment Manager should be the first person to arrive and the last to leave (unless designated otherwise with Director approval).

- Responsible for inventory, distribution, collection, cleaning, care, and repair of all Maverick Stampede instruments.
- Preparations prior and after season required.
- Consults and works with Section Leaders where school-owned instruments are being used.
- Distributes, collects, and organizes instrument rental contacts and database.

**UNIFORM & MERCHANDISE MANAGER (large responsibility/stipend)**

- Responsible for the sizing, inventory, distribution, collection, organization, cleaning, care, and repair of all Maverick Stampede uniforms.
- Preparations prior and after season required.
- Responsible for the inspection and correct wearing-of uniforms by all band members.
- Leads/Coordinates the preparation and sale of “Band Swag” (overflow inventory merchandise) at booth/table for all games and other select events.

**DATA MANAGER (responsibility/stipend varies by season and/or duties)**

- Responsible for taking, organizing, storing, and reporting (periodically) attendance data to Director for every event.
- Access to a personal/mobile device/computer with ability to read and write to a Microsoft Excel spreadsheet required.
- Responsible for the collection and organization of various demographic data (ie; names, contact information, etc.) of all band members on various Excel spreadsheets in collaboration with Director.
- Communicates with Director and other leadership about the collection of data and scheduled events.
- Assigns MavNumbers and maintains archived records of those assigned in the past.
- This position may be combined with others.

**MUSIC MANAGER (responsibility/stipend varies by season and/or duties)**

- Responsible for organization and distribution of all Maverick Stampede sheet music, drill, and other documents. (includes digital documents, copying & organizing physical documents, and collaboration with Captains). Preparations prior to preseason camp required.
- Coordinates with Section Leaders to ensure all band members have music and/or drill prior to the beginning of each rehearsal and/or performance.
- Communicates directly with Director regarding the organization and distribution of music, drill, and/or other documents to Maverick Stampede members.
- Coordinates updates, back-up, and distribution of documents with Director, Data Manager/Secretary, and other leadership as needed.
- This position may be combined with others.

**SECTION LEADER (responsibility/stipend varies by section size and/or duties)**

- Responsible for teaching, rehearsing, and cleaning music specific to his/her instrument-group to all members of respective section, which includes the responsibility of being able to perform and memorize all music prior to other band members.
- Communication (face-to-face, phone, email, text, etc.) between Director, Captains, and individual members of respective section required. Some prior season work required (mostly communication).
- Responsible for organization of sheet music and equipment of respective section.
- Section leader responsibilities may be combined with others as needed.
For more detailed information relevant to leadership opportunities with the Maverick Stampede, please stop by Dr. Hinkle's office (MPAC 131) during his scheduled office hours (posted on door) or send email to jhinkle@coloradomesa.edu to schedule a meeting.