

R. Patterson-Brazoswood This is given to Officers at 1<sup>st</sup> day of summer officer workshops

2003-04 PJ's:

WOW! It is here! I am very excited about this year and I know you are ready to get back to work and make this a great year for the team. As an officer, you will have much more responsibility than you did last year. You have to know that your team is depending on you, your other officers are depending on you, and I am depending on you to follow through with your responsibilities as an officer! If you are given a responsibility IT IS YOURS...so you need to make sure you fulfill your commitment and assignment with the best you have to offer. That means planning ahead, preparing, and helping others plan and prepare as well.

It is also important for you to know that we are all here for each other and if you need help or have questions or concerns, you need to share that with your fellow officers and myself. Don't let things get out of control because sometimes you can't recover from your mistakes if they go too far! We must support each other and be there for each other because there will be times when you are going to be so stressed that you don't know if you are coming or going....that is when you need the support of those in the same situation you are in -helping the team run smoothly and efficiently.

I want you to know what I expect out of you as a leader and you need to let me know what you need from me to help YOU be a strong leader for the team this year! Your work will be very time consuming, it will be very self gratifying, but understand the glory will be minimal...even though you think officers get lots of glory....you really don't understand it until you have been there (and even though some of you are returning officers, your position has changed and the team's expectations are different for you this year than they were last year -usually much higher since you have had a year's experience!) So, in many ways, being an officer can be the best thing and the worst thing at any given moment! Haha!

So, whatever happens, really try to give it your all and keep a positive attitude!!!!!!

Love you!

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I expect you all to:

**COMMUNICATE** with me and with each other! Tell me what is going on, ideas you have, problems you are experiencing, problems with team members BEFORE they get out of control, problems team members are experiencing and anything else that could result in failure for the team, officers, or individuals. It is much easier to do preventative maintenance and fine tune than is to recover from mechanical failure or a complete shutdown. Talk to each other and be open with each other about everything that could affect the team or your officer squad's ability to accomplish your goals. Best thing to do is be professional and leave your feelings OUTSIDE on the doorstep...remember you are working for the TEAM concept and NOT your own personal goals!

**BE FAIR/BE CONSISTENT** to everyone! In order to be fair to all the members of the team, you should consistently enforce the rules and regulations of the team EVERY DAY - whether you are happy or sad, feel good or feel bad, whether they are your best friend or someone you dislike spending time with outside of drill team, whether they are dating your ex-boyfriend or you are dating theirs! If you are not consistent, it will not take the team members long to figure out when and with who they can get by with things and when and with who they can't.

**BE PREPARED** for whatever you are responsible for! Plan to the last detail because something will come up at the last minute you hadn't thought about or things may not do the way you hoped. MO's -Know your dance steps, counts, and ways to break it down, what you are doing across the floor, and what needs to be worked on EVERY DAY! SO's plan ahead for social events and give people PLENTY of notice for dates, times, food responsibilities, plan set up and clean up for events (it is not over for YOU when it is over for the team), plan ahead for Belle Dance workshops -lack of planning costs money and time. EVERYONE have your notebooks at ALL practices with checklists ready and writing utensils, notebook paper, etc.

**PULL YOUR WEIGHT** - don't make others have to do your job when it comes to record keeping, giving demerits, doing squad work, and enforcing rules. This causes friction between you as officers!

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**LEAD BY EXAMPLE** -no words can cover up the mistakes you will make by asking the team to do one thing and then you turn around and do another! It is hard to earn the respect of your peers in the first place, but once you have lost it, it is virtually impossible for you to regain!

**ACCEPT YOUR ROLE** as a leader. It is not an easy one. No one will appreciate all the things you do as much as I will. So be ready for that! You still don't have a clue as to what you have volunteered and committed yourself to for the entire school year -only experience will give you that. No one will be more disappointed in you for NOT doing the things you are supposed to do than me because I have very high expectation for each of you. So, I will let you know when you are NOT doing your job (and remember it is NOT personal -leave those feelings on the doorstep -please understand that NOW! It is the best way for you to learn and to pull your weight as an officer!

**BE OPTIMISTIC** no matter how bad it is! Remember it could always be worse. Don't get caught up in negativity - it will lead you nowhere! Face the problem, determine a solution, communicate, and move on! Help each other when you see someone having problems in practice or at workshops to help keep everything as positive as possible.

You can expect me to:

**BE OPEN MINDED** and listen to your ideas, try new things as long as they are presented in a mature manner and are what is best for the ENTIRE team!

**SUPPORT YOU** in front of the team when you have made a decision that you have cleared through me 1<sup>st</sup> are running something for the team unless it will cause immediate danger or create a situation that will cause lots of extra time to recover from.

**CORRECT YOU** if I see you are doing something wrong or your leadership skills are creating problems for the team and your fellow officers. This may be done one on one, with your officer group, or in officer class.

**CARE FOR YOU UNCONDITIONALLY.** That means that I care about you as an individual and a creation of God and no matter what you do, I will always care for you...I just may not LIKE what you have done or I may not

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approve of something you have done...it will not effect the way I feel about YOU!. If I didn't truly care, I would NOT be in the position that I am in and I would not confront your or discipline you when you need it. It is much easier to ignore problems or turn the other cheek that it is to confront them or to discipline other....you will discover that this year as an officer. I hope you chose to confront and discipline because that shows that you are sincere about your love and desire for this team to be the best that it can be and that your are sincere about your responsibilities as an officer!

**PUSH YOU** to be your best!

### **MILITARY OFFICERS -MENTAL**

Plan and be prepared for practice

Choreograph, create

Polish

Check roll EVERY time we get together

Monitor your squad-clothing, jewelry, make up, behavior, attitude

Help EVERYONE be the best they can be

Have appropriate music on stretch tapes

Vary your warm up

Be prepared to make on the spot decisions at practices, games, and other times when Mrs. P is not around

Start ON TIME

Support each other

You will be mentally and physically exhausted at practice -eat well and try to get good sleep!

### **Major-**

Take the initiative to organize and motivate other mo's and team

Know EVERY dance and know counts well-if unsure KNOW who knows it

Be ready to make decisions for entire team and officers in Mrs. P's absence

Be prepared every day and cover for other mo's if needed

Weekly calendar

Plan and think through everything that should happen at games, practice, performances -then surprises that happen won't overwhelm you so much.

Delegate responsibilities to other mo's

### **1<sup>st</sup> Captain-**

Be ready to cover for Major at any given moment

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Come to Major's rescue if you see she is overwhelmed  
The rest of the major's description except for weekly calendar (unless she is unable to do it)  
You have one of the hardest officer positions because you are 2<sup>nd</sup> in command and it is hard to know when and if you are doing too much or too little-that's why communication is SO important

### **Captains-**

Help organize and motivate team and each other  
Know your designated routines WELL  
Be ready to cover for major and 1<sup>st</sup> captain in their absence!

## **SOCIAL -MENTAL**

Organize social events for team  
Check items and keep accurate records, follow up on items that haven't been returned  
Do calendars, bulletin boards, posters,  
Coordinate Belle Dance and Belle Dance workshops!  
Be good examples in practice for other team mates to emulate!  
You will do LOTS of work in officer class while mos are working on chore and cleaning and polishing  
Oversee big lil sis, football posters, and gift exchanges with other teams, community involvement, and volunteer work

### **President-**

Organize other officers  
Delegate duties  
Speak in front of the team  
Get feedback from other officers as often as possible  
Do monthly calendar  
Monitor demerits and records for your squad

### **Vice President-**

Support and help Pres with organization and planning  
Be ready to assume her role in her absence!  
Monitor demerits and records for your squad

### **Secretary-**

Maintain demerit book

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Write team correspondence

Monitor demerits for your squad

Be responsible for anything delegated to you by pres or v. pres

### **Treasurer-**

Maintain hospitality accounts and help with individual account recordkeeping

Help count money and get it ready for deposit

Monitor demerits for your squad

Be responsible for anything the pres or v. pres delegates you to do

### **Historian-**

Create team scrapbook and keep up with team camera.

Get film developed at Picture Perfect

Try to get as many team members into the scrapbook as possible

Monitor demerits for your squad

Be responsible for anything the pres or v. pres asks you to do

### **Chaplain-**

Be spiritual leader for the team. Don't be preachy or pushy, just let others know you are there for them in time of need and that you are a Christian by example

Be sensitive to those who are NOT strong Christians or who have a faith other than Christianity, especially when leading prayer

Coordinate En Croix meetings. They can be as often or as seldom as you like.

Try to plan AHEAD. I cannot help you lead or participate in meetings, but I will be happy to help you prepare or organize things!

### **Belle Council-**

Keep team MOTIVATED

Help them get to know each other so they feel comfortable with each other.

The more we feel like a team, the better we will work together and perform!

Try to plan activities for ALL year! We always start out strong and then die out!

Coordinate class reps and keep informed of issues that are affecting the team

### **Class Reps-**

Be a voice for your class

Communicate with them and be aware of their concerns and problems before they become a major issue

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Try to be positive and supportive of those in your grade level so they feel comfortable talking to you if needed!

*GIFT GIVING* is not a requirement to be a good class rep!

**Everyone.....**

**So, NOW....**do you have a better ideal of what your are expected to do for this year??? Haha! Try to remember we must **ALL** work **TOGETHER** to make the team a success!