

## **Officer Roles: Thespian Troupe #7919**

Updated March 28, 2018

**PRESIDENT:** Responsible for planning and conducting meetings, as well as coordinating plans with officers. Must maintain proper communication with other officers and the Troupe Director on what is happening. In charge of creating meeting agendas and placing thespian orders. In constant contact with Troupe Director on what needs to be communicated to all members via Remind 101. Works with other officers to come to decisions. Must have good organizational skills.

**VICE PRESIDENT:** Works directly with the president to coordinate meetings and conduct meetings. Basically same roles as president and steps in as needed. Works with other officers to come to decisions. Must have good organizational skills.

**SECRETARY:** Responsible for keeping and logging attendance of meetings and events in a spreadsheet throughout the year. Also now responsible for keeping track of each Thespian Member's points in an online excel sheet for easy access and editing. Needs to send out an email or Remind 101 to all thespian members after a meeting with everything that was talked about. Works with other officers to come to decisions. Must have good organizational skills.

**EVENT COORDINATOR:** This new officer role as of April 2017 is responsible for working with the Troupe Director to plan and coordinate all Thespian Events that we participate in. This includes, but is not limited to: Trick or Treat so Tots Can Eat, End of the Year Banquet, Festival, Parades etc. Creates paperwork for these events such as maps or signups. Must have good communication skills and forethought. Works with other officers to come to decisions.

\*Individual Officer Roles are subject to change\*

\*Officers are expected to attend all meetings and events (Leadership Camp is mandatory for officers in August & so is Banquet setup)\*