Thespian Troupe 7471 Officers

**PRESIDENT**

1. Oversee the responsibilities of all Lakeside Thespian Board (LTB). The president is in charge of making sure officers fulfill their duties completely and efficiently.
2. Collaborate with volunteer parents and advisor to organize the drama club field trip (or trips) throughout the year.
3. Oversee any event the drama club/thespian troupe undertakes during the year. Whether it is a drama club or officer meeting, a play production, fundraisers, theatre banquet, et cetera, the president is required to attend and oversee all such events.
4. Collaborate with the drama club president in order to plan and announce all drama club meetings in a timely manner. Ensure all meetings are enjoyable, informative, and well organized. Plan games and organize the information for the meetings. There will be at least 2 drama club meetings per semester.
5. Spokesperson to school and community for Thespian Troupe.
6. Assist the theatre advisors with whatever necessary. While the president is the head of the club, its advisor has the final say and are ultimately above all decisions made by the president.
7. Plan officer elections for the following year.
8. Create agenda for meetings in collaboration with LTB and advisor.
9. Act as a liaison between student troupe 7471 members and committees.
10. Represent Troupe 7471 at school functions.
11. Student liaison to LDA.

**VICE-PRESIDENT**

1. Assist the President in a variety of ways. Whether running an errand or being delegated to a large event, the Vice-President should stand by for any action that must be taken. The Vice-President must be active in asking the Presidents what needs to be accomplished.
2. Act in the position of the President. If the President is unable to attend a meeting or event, it is the sole responsibility of the Vice-President to seek out information from the president that should be discussed at a meeting.
3. Promote club membership with Publicity Director.
4. In charge of planning activities for drama club meetings.

**SECRETARY**

1. Correspond with the co-advisors to ensure parents are contacted and available to volunteer as needed, and provide resources for events and field trips.
2. Keep an organized file of contact information and records for all drama club members including meeting attendance.
3. Send out reminders to club members.
4. Take minutes and keep an updated calendar at all meetings in order to better inform those who may be absent.
5. Maintain alumni contact list.
6. Take attendance at meetings.
7. Publicize all meetings and gatherings one week prior to meeting.
8. Keep track of thespian points.

**Publicity DIRECTOR**

1. Design t-shirts.
2. Promote Drama Club – recruit new members, along with Vice President.
3. Promote attendance and ticket sales for all Drama Club productions and events.
4. Write and distribute: press releases, event announcements. Will work with Publicity parent volunteer.
5. Maintain social media accounts.
6. Update displays, schedule morning announcements, place school newspaper articles & reviews
7. Consider more opportune ways in which we may notify the public about drama club events.
8. Create and help distribute flyers to schools about upcoming events.

**HISTORIAN**

1. In charge of photographing all events.
2. Responsible for writing a “blurb” about all thespian functions.
3. Must attend LeadCon to present brag book 2019.
4. Must be a Junior or below.
5. Must attend all events.
6. Responsible for organizing brag book.

**Drama Club President**

1. Organize, schedule, and promote drama club meetings.
2. Work closely with the thespian president to increase retention of drama club member and increase the number of drama club members that become thespians.
3. Lead drama club meetings.
4. Collaborate with the drama club president in order to plan and announce all drama club meetings in a timely manner. Ensure all meetings are enjoyable, informative, and well organized. Plan games and organize the information for the meetings.
5. Spokesperson for the Drama Club.
6. In charge of making sure the drama club is a consistently functioning organization to serve students that are not heavily involved in productions.

Board Members/ Committee Heads

**Bulletin Board Organizer**

1. Maintain Drama bulletin board.
2. Keep it up to date with show info and event info.
3. Make sure it is neat well-kept all year long.

**Videographer**

1. Putting together a promo that can be used to advertise our program.
2. Recording video at events.

**Showcase Coordinator**

1. Organize talent for the show.
2. Line up show order.
3. Organize rehearsals.
4. Advertising.
5. At least 2 per year.

**Guest Artist Acquisition**

1. Reach out to local artists to bring in guest speakers and workshops.
2. Arrange for them to visit and permission from principal.
3. At least 2 per semester.

**Community Service Organizer**

1. Schedule event.
2. Promote.
3. Trick or Treat so Tots can eat
4. Theatre in our schools
5. One per semester

**Social Event Coordinator**

1. Plan events of a social nature.
2. Make arrangements for space, refreshments, and time.
3. Promote.
4. Cleaning and wrapping up.
5. 2 per semester

**Theatrical Event Coordinator**

1. Research shows that are happening locally.
2. Advertise when, where we are meeting, and cost of the show.
3. Make sure that everyone knows about the opportunity.
4. Contact venue to see if it is possible to go back stage and meet the cast.
5. 2 per semester

**Member at Large**

1. Attend all meetings and events.
2. Promote the program on social media.
3. Join committees.

**ThesCon Coordinator**

1. Gathers shirt sizes
2. Gather conference agreement forms
3. Helps gather information on IE’s, Freestyle, show adjudication
4. Keeps up with deadlines
5. Prepares list of who is going
6. Helps with hotel and bus reservations.