

## THESPIAN OFFICERS DUTIES FRIENDSWOOD TROUPE 1084

### \* ADOPTED FROM TEXAS THESPIANS/INTERNATIONAL THESPIAN GUIDELINES

**“ACT WELL YOUR PART...There all the Honor LIES”**

**THESPIAN OFFICERS** are leadership positions in the department. They will assist the director in many capacities and will help lead the entire troupe to success, with individual and shared responsibilities to be assigned and managed by the Directors (comprised of the following five position responsibilities; there will not be named positions). Five officer positions will be available each year.. Before the conclusion of each school year, an election process (peer-voting) will determine the ITO Officer Board for the following school year. AnY ties will be broken by directors.

More information will be posted online in each Spring regarding the upcoming election process.

Officers are the leaders of the Troupe and are always expected to follow all the set rules above as well as...

- Being a reliable source of information
- Always keeps the Troupes best interest in mind
- Be respectful to everyone in and out of the department
- Expected to keep a professional attitude on & off social media
- Keep their opinions on a professional level

**\*\*\*PLEASE NOTE: ALL OFFICERS: must be enrolled and stay enrolled per Texas Thespian guidelines: Must be enrolled in Theatre Class.\*\*\***

### **PRESIDENT. \*\*\***

**I. Oversee the responsibilities of all thespian club officers.** The president is in charge of making sure officers fulfill their duties completely and efficiently.

**II. Collaborate with Sponsor and to ITO** plan all thespian club events or field trips throughout the year. (MEMBERSHIP : GEAR SHIRTS / SIGNS)

While every officer participates in decisions, the president is in charge of its overall organization.

The president must ensure for example all permission forms are collected from students before he /she is allowed to attend.

**III. Oversee any event the theatre** program undertakes during the year.

Whether it is a weekly thespian club or officer meeting, a play production, fundraiser, senior showcase, the theatre banquet, parades, the president is required **to attend and oversee** all such events

**IV. Collaborate with the theatre sponsor and the ITO** in order to plan and announce all thespian club meetings in a timely manner. Ensure all meetings are enjoyable, informative, and well organized. Plan games and organize the information for the meetings. Meetings should happen on a monthly basis.

**V. Coordinate and organize annual** trip to Texas Thespians with troupe director.

**VI. Coordinate the Thespian Club/Thespian Banquet** for the end of the year.

Ensure all portions of the banquet are successfully completed and all officers participate.

**VII. Assign specific tasks** (which pertains to no particular office) to various thespian club officers in order to guarantee their completion.

**VIII. Assist the thespian club sponsor with** whatever necessary. While the president is in charge of the club, its director has the final say and is ultimately above all decisions made by the president.

**IX. Actively involved in ALL Main Stage productions.**

**X. Must be enrolled in Theatre Class.**

#### **VICE PRESIDENT. \*\*\***

**I. Assist the President in a variety** of forms. 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.

**Design organize SHIRTs OFFICERS - (MEMBERSHIP : GEAR SHIRTS / SIGNS)**

**II. Co-produce all events** occurring throughout the year. While the President will usually oversee many large events, it is the duty of the Vice-President to double check and make sure nothing falls out of place for which it has already been organized.

**III. 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.

**IV. Coordinate and organize** annual trip to Texas Thespians with troupe director.

**V. Organize and operate the Student Directed SENIOR One-Act Play Night.**

Make sure all dates are on the calendar, schedule rehearsal space, organizing auditions, assist with advertising, dress rehearsals and final presentations are all within the bounds of presenting for the public.

**VI. Acts as** business manager for troupe director.

**VII. Actively** involved in ALL Main Stage productions.

**VIII. Must** be enrolled in Theatre Production Class.

#### **SCRIBE\*\*\***

**I. Organize** and keep track of all Thespian Membership:

**A. Enroll members – print and maintain Membership roster on the Call board.**

**B. Solicit Points after each activity/production/event. Post points to the Call Board.**

**C. Keep alphabetical listing : Last Name first**

**II. Keep an organized file of contact information** (alphabetical last name first) and records for all thespian club members including **paid dues**, and meeting attendance.

DUES are to be collected / recorded with help of Treasurer and Secretary

**III. Send out reminders to club members of meetings**, volunteer work, club activities etc..

**IV . Actively** involved in ALL Main Stage productions.

**V. Must** be enrolled in Theatre Class.

**CORRESPONDING SECRETARY.\*\*\***

- I. Collaborate** with Graphic Design Department to design logos for Thespian Club and production T-shirts, program, posters and lobby marquees.
- II. Distributes production posters** throughout campus.
- III. Hang a monthly calendar on callboard of** all upcoming productions, events, meetings, and update callboard daily. Make sure points are updated by the scribe and hung on the CALL BOARD/POINT BOARD AT all times.
- IV. Organize TShirt order form/ Record payments with the treasurer.**
- V. Actively involved in ALL Main Stage productions.**
- VII. Must** be enrolled in Theatre Class.

**TREASURER.\*\*\***

- I. Collaborate** with Graphic Design Department to design logos for Thespian Club and production T-shirts, program, posters and lobby marquees.
- II. Collect FEES with the SCRIBE/RECORD payments for**
  - a. Membership dues to International Thespian**
  - b. Write the receipts for**
    - Shirts, Signs, Membership**
- III. Hang a monthly statements for such fee on the CALL BOARD so the MEMBERSHIP knows what is owed for** all upcoming productions, events, meetings, and update callboard.
- IV. Make sure points are updated by the scribe and hung on the CALL BOARD/POINT BOARD AT all times.**
- V. Organize TShirt order form/ Record payments with the scribe. RECORD and print the list**
- VII. Must** be enrolled in Theatre Class. Actively involved in ALL Main Stage productions.

**HISTORIAN.**

- I. Photograph all thespian club events and productions.**
- II. Create the thespian club scrapbook and slideshow for presentation at the Thespian Banquet.**
- III. Oversee creation** of the Senior Wall.
- IV. Collaborate with** the Publicity, Webmaster, and Troupe Sponsor to put updated **photographs in the newspapers and on drama club websites.**
- V. Actively involved in ALL Main stage productions.**
- VI. Must** be enrolled in Theatre Class