

# SHS Theatre Club

## Description of Theatre Board Positions

**\*All Board Members need to be inducted members of Thespian Troupe #6967**

### **Duties of Theatre Club President**

The President presides over all meetings and activities of the Theatre Board, Theatre Club and Thespian Troupe. He or she is responsible for organizing and preparing agendas and overseeing the progress and planning of all of the events for Theatre Club and Thespians. He or she is also the spokesperson for the Company and is in charge of making and maintaining relationships with other troupes and other high school theatre programs. He or she must be a positive leader and be able to motivate, inspire and guide the Theatre Board as well as the club and troupe members. He or she should also be responsible, organized and an excellent communicator and ambassador to the school and local community as well as Oregon Thespians. Candidates for President must:

- Have been an active Theatre Club member for at least 1 year, prior to applying.
- Has preferably served on Theatre Board prior to applying.

### **Duties of Theatre Club Vice President**

The Vice President is the second in command of the Theatre Club. He or she is responsible for supporting the President as well as overseeing and assisting all other members of the Theatre Board in their roles and with planning for events. The Vice President will also be in charge of organizing and running the Regionals workshops. They are also responsible for outreach to new members and especially incoming 8th graders, freshmen and sophomores who may be new to theatre or Summit. A Vice President should have the same qualities as the President and will step in for the President if the President needs to step down for any reason.

Candidates for Vice President must:

- Have been an active Theatre Club member for at least 1 year, prior to applying.
- Have experience competing at Regionals
- Ideally has taken Theatre 1 & 2

### **Duties of Theatre Board Secretary**

The Secretary is responsible for keeping accurate records of all Theatre Board meetings and club events. He or she will post meeting notes each week to keep all of the Theatre Club well informed and on the same page. He or she will also be a liaison between the Board and Theatre Club, as well as the school by managing the club calendar and the Monthly Newsletter. The Secretary must be responsible, organized, have excellent attendance and the skills required to complete their assigned tasks.

### **Duties of the Public Relations & Media Manager**

The Public Relations & Media Manager is responsible for managing all social media platforms for Summit Theatre Company (currently Instagram and Facebook) as well as maintaining the Summit Theatre Company website. The PRM is also responsible for creating all club and event posters, assisting with the promotion of productions and creating the State Festival troupe slide and Year in Review video for Stormys. They should have artistic and technological skills to assist them in maintaining all platforms and promoting Summit Theatre in a professional manner.

### **Duties of Treasurer & Fundraising Coordinator**

The Treasurer & Fundraising Coordinator is responsible for planning and organizing all company fundraising events. This includes current fundraisers, such as: Homecoming karaoke/coat check, silent auctions, car washes, restaurant fundraisers, Snap-Raise and others TBD. They are also responsible for recording hours/money for Drama Dollars for club members, overseeing the staffing of Box Office and Concessions for productions, and the selling of advertisements and sponsorships. The Treasurer & Fundraising Coordinator needs to have a good head for numbers, be incredibly organized, be outgoing and an excellent communicator.

### **Duties of the Social Activities Coordinator**

The Social Activities Coordinator is responsible for planning and organizing all club social events, including community service projects, which may include, but is not limited to: TOTs, soup kitchen volunteering, Sleepover on the Stage, field trips, inter-club events, outings to movies and sporting events, etc. The Social Activities Coordinator should be outgoing, highly motivated, able to communicate and make connections with diverse groups, and in general, be a cheerleader for club and school morale!

### **Duties of Improv Representative (currently unavailable)**

The Improv Representative is also the Improv Club President. He or she resides over Improv Club meetings, plans and teaches Improv workshops and runs VIP (Varsity Improv Party) and JVIP (Junior Varsity Improv Party). This includes teaching improv skills, running VIP auditions and overseeing Improv Showcases, including Tri-School Improv Tournament. The Improv Rep will need to communicate and collaborate with student leaders from various CO high school Theatre Departments to plan and organize Tri-School Improv. The Improv Rep should have good organization and communication skills, as well as experience and skills in improv, acting and competing in Thespian events.

- Must have been a member of Improv Club for at least 1 year.
- Must have been a member of VIP