### **Troupe Officer Info and Descriptions:**

All Junior Thespian troupe officers must be officially inducted members of the International Thespian Society and their troupe. Non-member students may serve as officers on a temporary basis as long as they are inducted into ITS by the end of that school year. Most often this is done to accommodate officers in a new theatre program or school. We recommend that student officers be appointed or elected immediately after a troupe has been chartered. Regular elections near the close of the school year (for the following year) will ensure that officers are ready to serve when students return in the fall.

Serving as a troupe officer gives inductees additional opportunities to develop leadership skills and grow as a person. Troupe officers can assist the busy troupe director in numerous ways with troupe and theatre program activities. Officer positions include president, vice president, secretary, historian, and publicity chair

President-Presides over and Organizes meetings, communicates to other officers, INCLUDING writing an agenda before and after the meetings. Is the voice of the members

\*Meets With Mrs V at least 24 hours before meetings

\*Writes and submits agenda to Mrs V and other officers no later than the day of the meeting

\*Represents the Jr Thespians whenever appropriate at school functions or designates another when necessary and appropriate

\*Is in charge of the awards ceremony/induction/follies. Forms and meets with committees for this purpose

\* Other duties as required

Vice President-Assists president in his/her duties and oversees committees and other officers are coordinating and completing their tasks

\*In the event that the president cannot preside over meetings or committees or can no longer serve, the Vice President will oversee and take on the jobs of the president including agenda meetings and overseeing awards/follies/banquet

Secretary- Is in charge of keeping accurate minutes and accounts of each meeting and submitting a typed minute report to Mrs. V for the Thespian binder (in Mrs V’s room)

\*Writes thank yous, invitations, and other correspondance on behalf of the thespians

\*Assists Mrs V in induction ceremony communications

\* Is responsible for assigning another thespian officer to take minutes if they will miss a meeting or committee event

Historian-essentially the troupe photographer-works closely with the publicity chair to photo and capture the year in photos.

\* Is responsible for compiling an end of year slideshow for theatre banquet/create a slideshow for induction

\*Takes pictures at all events/productions and submits to Mrs V

Social/Publicity chair-Is the publicity and social cheerleader of the thespians

\*Coordinates publicity and advertising for all service and social activities

\*Helps to facilitate service events-forms and meets with committees serving these events

\*Writes thanks you notes as needed in relations to service and social events

\*Coordinates house crew and concessions for follies or other thespian productions

***ALL OFFICERS MUST BE WILLING AND ABLE TO WORK ON PROJECTS THAT ARE NOT LISTED BUT DEEMED NECESSARY BY SPONSOR. OTHER DUTIES WILL BE REQUIRED AS NEEDED***

If you want to run for an officer position, you must be nominated at the meeting (TBA). You MAY nominate yourself of another member may nominate you. It is encouraged that you only run for 1 position.

You MUST present a speech at the election meeting. Your speech should tell us briefly about your background in thespians and TNT, tell us WHY you are interested in the position you are seeking, and tell us why you feel you are the best person for the job. You can also tell us what types of activities or service projects you would like thespians to do. Your speech should be no more than 2 minutes long and should be memorized

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Junior Thespian 2018-2018 Officer Election Ballot

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Historian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social/Production Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_