

# Student Executive Board Duties

If you're thinking about running for the Theatre Guild Executive Board and don't know which office to run for, here's a breakdown of each role.

## About the Executive Board

The Executive Board is composed of a president, vice president, business manager/s, secretary/ies, and representatives. These positions are elected by the membership and are responsible for working with the Sponsor/s to run Theatre Guild. Each position serves for one semester.

### Common Duties of All Officers

1. Enforce the Theatre Guild Constitution.
2. Appoint the crewheads for each production with staff input and approval.
3. Facilitate Monday Meetings.
4. Create a new brochure for each fall.
5. Attend and contribute to weekly Board meetings with the Sponsor/s (fall Board members are also required to attend summer planning meetings).
6. Make any copies needed for the membership.
7. Keep the Board office clean and organized at all times.
8. Email website updates to the Website Manager.
9. Create a timeline each semester for the dates by which certain duties must be done.
10. Actively recruit new students for Theatre Guild throughout the school year.
11. Check the Board email.
12. Update strike hours on the computer.
13. Help run the after-school concession counter.
14. Clean the board computer desktop and keep the files organized.

### Additional Duties of the President/s

1. Organize events. These events vary, but may include the elementary/middle school student fieldtrips to see Theatre Guild productions.
2. Check the Board email, teach the rest of the Board how to check the email, and delegate the replies to the appropriate Board member.
3. Lead the recruitment and integration of incoming freshmen.
4. Be the Yearbook liaison.
5. Ensure that each returning Member who is auditioning or applying for crewhead completed all of his or her strike hours.
6. Organize and orchestrate Monday Meetings and Executive Board meetings.
7. Work with the Vice President to liaison between the TG Board and the Booster Club Board.

### Additional Duties of the Vice President

1. Assume all duties and powers of the President in the President's absence.

2. Handle apparel. This includes making and collecting apparel forms, making sure the apparel is appropriately designed, and ordering the apparel.
3. Organize and carry out the design of the A-Hall display case before each show, or ensure that someone else is taking care of it.
4. Work with the President/s to liaison between the TG Board and the Booster Club Board.

#### **Additional Duties of the Business Manager/s**

1. Organize program ads. This includes making contacting the Booster Club Board's Ads Manager, getting digital copies of all of the ads, and making sure the ads run in the appropriate number of programs.
2. Format show's text and ads for the program.

#### **Additional Duties of the Secretary/ies**

1. Contact the Recording Secretary of the Booster Club to get contact and emergency information from every member. Make sure each student involved in every production has all of their forms turned in before show work and rehearsals start.
2. Organize publicity with the Sponsor/s.
  - a. Figure out designs for yard signs and order them.
  - b. Organize the text, design, and distribution for the production posters.
  - c. Organize the photo shoot for each show.
  - d. Submit posters to the principal to sign so they can be hung in the school.
  - e. Write and turn in the Pioneer Morning Announcements (if there is not a class representative).
  - f. Write and send out press releases.
3. Keep track of each Member's points.
4. Organize and distribute pins, letters, and certificates for the end-of-the-year awards.
5. Collect and write the text (anything that is not an ad) for each show's program in collaboration with the Stage Manager and Producer (if there is no Assistant Producer).

#### **Additional Duties of the Representative/s**

Class representatives will be elected if all grades are not represented in the officer positions of the board. Since there won't always be a class representative, their duties will vary and will be set by the president and the Sponsor/s, but may include:

1. Write Pioneer Morning Announcements.
2. Check the Theatre Guild voicemail and either call back with answers or report message to appropriate person.
3. Observe and participate in all Executive Board meetings for the purpose of learning the duties of each Board position and the Board as a whole.
4. Carry out any jobs which the Board or Sponsor assigns.