

2019-2020 VHS Players Officer Application

If you are interested in becoming a drama club officer, here are some things you should know:

You will need to turn in your completed application before the end of the school day on or before March 29, 2019 to Mrs. LeBeau. **Forms must be signed by you and your parent/guardian or they will not be accepted.**

President: The leader and facilitator over all drama club activities. The President is also in charge of delegating projects out to officers. You must have good communication and leadership skills. This person is in charge of the morale of the club. They must have a good attitude, be uplifting, a peacemaker, and try to get people to unite, instead of having cliques. You must oversee your fellow officers to make sure they follow through with their duties. Preside over all meetings, call special meetings (when necessary), and work closely with the director to assist in all club productions, end of the year banquet, activities, and club events. Complete other duties as assigned by the director. **Must have one year of officer experience.**

Vice President: Assist the President in a variety of ways, the Vice-President should stand by for any action that must be taken. 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. Promote club membership with Publicity Director. In addition, the VP must be in charge of finding sponsors (ad sales) for the season. Complete other duties as assigned by the president or director.

Secretary: The scribe and organizer of meeting minutes. The secretary must write down due dates, who is doing what job, as well as calendar all drama events with the director. They will also be responsible for checking and help updating Thespian status points. They must put together sign-up sheets for events. Complete other duties as assigned by the president or director.

Historian: Have excellent photography skills, and take pictures at all drama club events. Historian is also responsible for the scrapbook at the end of the year. In the event of his or her absence from a drama club function, he or she will appoint a qualified, designated person to act as historian for that function. Maintain a file of all news articles from school, local, and national media for the purpose of entering them in the scrapbook. Work with the director ahead of time for a budget, and filling out appropriate paperwork before buying any materials for the scrapbook. Failure to do so may result in not being reimbursed for any out of pocket expense(s). Complete other duties as assigned by the president or director.

Publicity Manager: Promotes the drama club and draws people into the program. PM must have excellent people and communication skills. PM is in charge of promotional

posters for drama club activities, recruitment posters, sending out posters and cards to surrounding schools, help the VP in getting sponsors over the summer, and decorating the display case as well as updating it each month. Be proficient in WordPress, Facebook Pages, Twitter, and Instagram. Be in charge of maintaining all of the VHS Players/Troupe #1003 social media sites, (including but not limited to: website, Facebook Page, Twitter, and Instagram) with current member and event information. Work closely with the secretary in posting the meeting minutes and other important information to the VHS Players/Troupe #1003 webpage and social media sites in a timely manner. Maintain decorum on all of the VHS Players/Troupe #1003 social media sites. Maintain and keep secure, all passwords for the VHS Players/Troupe #1003 social media sites. Complete other duties as assigned by the president or director.

Parliamentarian: Have a firm grasp of Parliamentary Procedure and conduct meetings following such, acting as chairman. Make interpretations of the Constitution and Bylaws as needed. Aid the secretary in assisting members in the recording of Thespian points. Assume all non-presidential duties of any officer who is absent from a meeting. Produce a copy of the Constitution and Bylaws upon request. Complete other duties as assigned by the president or director.

- ★ Design a club t-shirt (must be done in the summer).
- ★ Usher, take tickets, and sell concessions during plays or recruit others to do this.
- ★ You are required to be a member of the Thespian Troupe.
- ★ Never talk down about the club to others.
- ★ Fully support the decisions and actions of your director! Even if you don't agree 100%, that's your problem, not the club. The club must always see a unified teacher/student leader team in action. The result will be a positive, unified, achieving theatre. If you have a disagreement, go to your director in private!!
- ★ Read the director's mind! Look ahead for things to do and take care of it. Be flexible to changes. Make your director's life easier.
- ★ Be dependable. Be the first to arrive...and last to leave.

Name: _____

E-mail: _____

Grade Entering (Circle one) **10th** **11th** **12th**

Positions applying for: 1. _____
(Put in choice order) 2. _____
3. _____

Are you open to other officer positions should you not be selected for your top 3 choices? (Circle one) **Yes** **No**

Cumulative GPA: _____. Years in VHS Players: _____.

Have you received a referral? (Circle one) **Yes** **No**

If yes for what offense(s): _____

Do you have a job? _____ Where? _____

Please write a paragraph for each question. Please use another sheet of paper if there is not enough room, and attach it when you turn in your application.

Answer the questions based on your first officer choice.

1. Why are you the best candidate for an officer position?

2. Name three activities you would like to see the drama club undertake next year.

3. What would you do to make the drama club run smoother next year?

4. Explain one or two things you liked about this year's club and how you will keep it the same for next year.

5. Explain one or two things you would like to change for next year and how you will implement the change.

6. What is something you can do to help make the 2018-2019 year a success?

7. On a scale of 1 to 10, ten being the most effort, rate how much you would honestly put into the club. (Circle one)

1 2 3 4 5 6 7 8 9 10

8. Anything you would like to add? (Ideas specific for the position you're applying for, other comments)?

I have read the Officer Responsibilities and meet the needs of the office for which I am applying. I also understand the time and dedication this office will take and am willing to take on this responsibility.

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date