

JOB DESCRIPTIONS FOR DRAMA COUNCIL

President- MUST BE A SENIOR AND HAVE SERVED ON DRAMA COUNCIL FOR A YEAR. The leader and facilitator over all drama club activities. The President will meet with Ms. Morrey to discuss issues for our meetings. In addition, the President is in charge of all service projects. The President is also in charge of delegating projects out to presidency members. You must have good communication and leadership skills. This person is in charge of morale for 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 also oversee your officers to make sure they follow through on their duties. You will be expected to attend several events for the school.

Vice President(s)- MUST HAVE SERVED ON DRAMA COUNCIL FOR A YEAR. Actively supports the president and fulfills leadership duties. They will also be in charge of deciding which school wide events that we will be attending. This means they will need to watch the school calendar and schedule attendance at a variety of events.

Secretary- This person is the scribe and organizer of meeting minutes. The secretary must write down due dates and remind the officers of who is doing what job, as well as calendar all drama events with Ms. Morrey. They must put together sign-up sheets for events. The secretary is also in charge of setting up a GroupMe and sending out reminders to all club members of events. They will also be in charge of the T-shirt orders and the membership receipts and keep attendance at all meetings and events.

Artists--The artists need to have artistic and creative skills. They are in charge of promotional posters for drama club activities, recruitment posters, and decorating the display case as well as updating it each month. They will also be responsible for any other posters that we need. (i.e. Son of Thor, Christmas Jars, etc.)

Historians- Take pictures of all the drama events. Historian is also in charge of getting the yearbook prepared and the closing videos for the end of year banquet.

Ambassadors-- The ambassadors are in charge of getting cards signed and delivered to all the surrounding school's productions. They will also be in charge of letting people know what night different people are attending shows. They will also be in charge of creating break a leg cards for all competitions that we attend.

Social Media Experts--They need to tweet, facebook, Instagram, post, pin, Snapchat, Tik Tok, BeReal, whatever they can to get info to the social media world to promote all things WHS Drama!!!

Recruitment team--They are in charge of staying in contact with the middle school drama teachers at Vista Heights, Lake Mountain and Lakeview Academy and scheduling at activities for the 9th graders at the middle school. They will also be in charge of getting information to the 9th graders of upcoming auditions.

OTHER POSITIONS WILL BE ADDED AS NEEDED THAT ARE NOT CURRENTLY LISTED.