

<p><b>ALL Officers - EXPECTATIONS - Previous</b></p> <ul style="list-style-type: none"> <li>- attend all meetings (board /General)</li> <li>- maintain a solid GPA</li> <li>- complete required grade checks</li> <li>- maintain active thespian status through entire year while holding TTO Position</li> <li>- develop 'pet project' with council</li> <li>- follow through on all commitments</li> <li>- always represent SRHS Theatre</li> <li>- adhere to Theatre Code of Conduct</li> <li>- attend state thespian sponsored events</li> <li>-maintain open communication with sponsor, co-council members, membership and adults attached to council</li> <li>- attend all classes in which enrolled regularly</li> <li>- maintain a solid attendance record</li> <li>- follow the thespian motto - “Act well your part, there all the honor lies” at all times</li> </ul>	<p><b>ALL Officers - EXPECTATIONS - CURRENT</b></p> <ul style="list-style-type: none"> <li>-Must be a thespian in good standing and uphold the thespian creed at all times “Act well your part, there all the honor lies”</li> <li>- Maintain active thespian status through entire year while holding TTO Position</li> <li>- Maintain noticeable involvement in school's theatre activities and events (plays, state, regional's, work parties, meetings, classes)</li> <li>- Attend all meetings (board /General)</li> <li>- Maintain a solid GPA</li> <li>- Complete required grade checks</li> <li>- Develop 'pet project' with council</li> <li>- Follow through on all commitments and duties assigned and chosen.</li> <li>- Represent SRHS Theatre well at all times</li> <li>- Adhere to Theatre Code of Conduct</li> <li>-Maintain open communication with sponsor, co-council members, membership and adults attached to council</li> <li>- Attend all classes in which enrolled regularly</li> <li>- Maintain a solid attendance record</li> <li>- If not on cast or crew for production - work as Student Box Office coordinator with Box office personnel             <ul style="list-style-type: none"> <li>● Assures Box office has what they need prior to performances</li> </ul> </li> <li>- Must Attend/Participate in all of the following Oregon Thespian Events:             <ul style="list-style-type: none"> <li>● Camp Thespis- Leadership summit in August/September</li> <li>● Attends ALL State sponsored events                 <ul style="list-style-type: none"> <li>○ Insta-Fest</li> <li>○ Regionals</li> <li>○ State Festival</li> </ul> </li> </ul> </li> <li>-Attend/Participate in all Troupe Related events including but not limited to the following:             <ul style="list-style-type: none"> <li>● Scheduled Thespian events and activities</li> <li>● Back to School night with remainder of board to promote and recruit</li> <li>● Curriculum night- spring</li> <li>● TOTS program</li> <li>● Student council meetings (may be shared)</li> </ul> </li> </ul>
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## TTO DUTIES

DRAFT update 5-7-2021

### **TTO- CHAIR - CURRENT - LAKMINI**

-Fulfills ALL officer expectations

- Carries on President-like duties:

- Presides over council planning meetings and thespian meetings
- Acts as the Point Representative of Thespian Troupe 6012.
- Addresses conflicts with thespian members
- Maintains open communication with Principal and Activities Director
- Supervises the theatre council and checks in frequently
- Works collaboratively with and keeps Sponsor posted of All Thespian Events, activities, board meetings and drama club meetings
- Stays aware of what is going on in the theatre community and the school
- Communicates info from Oregon Thespians to Southridge Thespians
- Maintains General Well-being of entire troupe.

Plans, develops, organizes and implements the following:

- First Spring/Summer council/Sponsor meeting
- Camp Thespis travel with sponsor, and various needs for thespis.
- Weekly Council planning meetings
- Weekly Troupe agenda with other TTO's and Sponsor
- Develops small group discussion sessions and meeting organization (in-person and virtual)
- Plans Board-Bonding Sessions (usually with Events TTO)
- Transportation to and from all events
- State Rooming assignments with Sponsor
- Troupe, and Cast/Crew bonding activities
- Boot Camp sessions, leaders, and facilitators

Additional Duties:

- Oversees and monitors EDIA lens for students in program.
- Oversees the organization of Fundraisers and execution of fundraisers with TTO's
- Oversees inductions process
- Creates and sends Break a leg o grams to fellow thespian troupes and non-thespian troupes
- Supports front of house Staff if not engaged in production
- Works with Membership TTO, Outreach TTO, and sponsor to develop the Inducted Thespians list
- Helps Maintain the "TO DO Boxes" with each TTO
- Assists other officers accomplish their tasks, as needed.
- Proof-reads programs and assists director with anything production/ technical/ Clerical related
- Vets and Contributes to the THESPIAN UPDATE portion of website with Sponsor

## TTO DUTIES

DRAFT update 5-7-2021

### **TTO 2 - EVENTS - CURRENT- ARMANI**

-Fulfills ALL officer expectations

- Carries on Vice-President-like duties

- Attends 'president luncheons' and meetings when Chair is unable
- Collaboratively leads thespian meetings
- Addresses conflicts with thespian members
- Works collaboratively with and keeps Sponsor posted of All Thespian Events, activities, board meetings and drama club meetings
- Stays aware of what is going on in the theatre community and the school
- Works collaboratively with thespian sponsor and chair to develop equitable events for all
- Works with Chair to maintain general well-being of the troupe

Plans, develops, organizes, and implements the following:

- Beaverton Parade
- Snow Pal/Val Pal/Ugly Sweater
- Dip off/Desert off
- Potlucks
- BYOP (bring your own pumpkin)
- Thespian Induction and election day (Coordinates/plans)
- curriculum night- spring (helps organize the event)
- Stargazing event (Fishbowl) - If a Junior.
- Stargazing event portion in Auditorium.
- If host school, for Ista, Regionals, or Jr. Play Day
  - Assists with Food, timers, runners, hosts, greeters, and movement
  - Room set up team and room clean-up team.

-Additional Duties:

- Calls hosts of events for confirmation or set-up
- Communicates all event details with Social Media, Outreach and Membership TTO's, and school
- In charge of event execution - works with Chair/Outreach//Social Media/ Webmaster/Sponsor
- In charge of working with Chair, other TTO's and sponsor to develop and execute fundraisers for the program
- Develops and creates Fishbowl posters
- Maintains connection with parent volunteers for posters and tickets
- Supports front of house Staff if not engaged in production
- Assures Box office has what they need prior to performances
- Contributes to THESPIANS UPDATE WEBSITE

TTO DUTIES

DRAFT update 5-7-2021

**TTO 3 - SOCIAL MEDIA - CURRENT - NORA**

-Fulfills ALL officer expectations )

- Carries on Historian-like and Social Media duties

- Creates and maintains all social media passwords and posts, connects sponsor with all posts - creates an algorithm that works to maintain the posts.
- Attends and documents all theatre/troupe events and activities with via photographs, film, etc, provides images to Sponsor for Website.
- Maintains historian scrapbook with up-to-date photos.
- Maintains the enclosed boards in house/lobby for upcoming events with Outreach
- Maintains Theatre Cases weekly /bi-monthly
- Creates Troupe Slide for state's Parade of Troupes
- Develops End-of-year slideshow (provides copy to Sponsor after Stargazing for website)
- Provides show, audition, and thespian event images for school announcements, Quill, and digital media
- Owns or has access to digital Camera and video camera; possesses photography and editing skills

Plans, develops, organizes and implements the following:

- Documentation strategy for all Thespian Events, productions, membership, and Outreach Projects
- Collaboration with STO's Platform on Social media and communication when applicable.
- Promotional videos of productions and events for website and social media
- Posting strategy that involves entire troupe, cast/crew and parents.
- Coordinates efforts to create "etiquette" videos for productions and state competition
- Stargazing event - If a Junior.
- If host school, for Ista, Regionals, or Jr. Play Day
- Recording and Posting of Thespian of the week
- Plans media bursts with Outreach, events, and membership for recruitment, inductions, and public events

-Additional Duties:

- Develop online/social media events for all troupe
- Works with Events TTO to coordinate Thespian Events, event transportation,etc.
- Collaboratively posts with other TTO's
- Provides communication to all Parents of active Thespians, casts, and crews of productions, as well as provides communication to Sponsor, Administration, and Staff.
- Works with parents to get photos and publicity in the Newspapers, on radios and on Television where possible.
- Contributes to THESPIANS UPDATE WEBSITE

## TTO DUTIES

DRAFT update 5-7-2021

### **TTO- 4 - OUTREACH - CURRENT - DYLAN**

-Fulfills ALL officer expectations )

-Carries on Secretary-like /Communications Duties

- Takes meeting minutes for weekly planning meetings, special meetings, and thespian meetings
- Maintains up-to-date posting of minutes
  - Minutes posted (facebook, twitter, website, on call board, vetted to sponsor)
- In charge of communication execution
- Co-Facilitation of meetings with Chair
- Creates attendance sign-in for meetings and events
- Maintains digital attendance record for meetings and events (access provided to membership and Sponsor)
- Maintains the Remind App for thespians
  - Organizes Tech/Actor/Show/ Thespian/ parent posts
- Maintains THESPIAN UPDATES website
- Develops and maintains balloting/selection tool for Thespian of the Week
- Maintains all passwords for Social media with Social Media Chair
- Communicates and publicizes all Special Thespian Events, Productions, and Outreach Projects

Plans, develops, organizes, maintains, and implements the following:

- TOTS Canned food drive program
- Display/Recruitment table for Back to School Night in October
- Participants/helpers for Back to School Night
- Working relationship for publicity with leadership
- Community poster runs (3-4 weeks before opening night)
  - Drivers, runners, and area maps
- Production posters are given to all teachers, Administration, staff and in the halls
- Merchandise creation for the program and printers location for merchandise
- Publicity of all thespian events (fundraisers, mixers, camps, etc.), and recruitment for program

-Additional Duties:

- Addresses personal issues and conflicts with thespian members
  - Develops PPD plan
  - Involves TTO, Sponsor, or Principal as needed
- Assists with Organizing STARgazing (If Jr.)
- Oversees Creation of Publicity for all Auditions and Productions and events.
- Makes contact with fundraising businesses, works with Publicity for Promotions of Fundraising events
- Implement and maintain Inter-Troupe PenPal Project in conjunction with STO platform

## TTO DUTIES

DRAFT update 5-7-2021

### **TTO 5 - MEMBERSHIP- CURRENT - LINCOLN**

-Fulfills ALL officer expectations )

-Carries on Clerk-like/ Recruitment Duties

- In charge of all money intake (for events and merch)
- Maintains receipts / documentation of payments
- Collects and accounts all money for thespian events (work with EVENT TTO closely).
- Maintains, and checks accuracy of attendance sign-in records for meetings and events (access provided to Outreach and Sponsor)
- Builds a strong, working relationship with Bookkeeper (Michele Fideler) for financial items
- Builds a strong, working relationship with principal's Secretary (Lorena Alvares) publicity
- Collaborates with Sponsor for collecting monies for events.
- Encourages and assists with Thespian point records for induction purposes (with Outreach)
- Keeps an ear open for Thespians (active and aspiring) who may need scholarship assistance.

Plans, develops, organizes, maintains, and implements the following

- Developing BIPOC students involvement.
- Scholarship assistance plans
- thespian of the week questionnaire, and 60 seconds of fame questions
- Merchandise creation for the program and printers location for merchandise
- Pre-orders and payments and ordering plans for merchandise
- Payment collection plans for merchandise, and events and fundraising events.
- Connections to Middle school and elementary feeder programs.
- New Thespian induction with events TTO
- Recruitment and involvement practices.
- Membership involvement with incoming thespians.
- Current Active thespian involvement
- Re-engagement plan for non-active, enrolled thespians

Additional Duties:

- Works with School Bookkeeper to make sure all students are recorded correctly for payments
  - activity fees
  - thespian induction fees
  - State Event fees
    - Insta, Regionals, State
- Collects money involved with STARgazing event (even if not a Junior)
- Develop, organize and record ONE's (Opening Night Encouragements) for all major productions.

TTO DUTIES

DRAFT update 5-7-2021

**TTO 6 - HAS NOT BEEN USED SINCE 2016-17 (MOVE THESE INTO JOB AREAS**

- Must be a Thespian in Good Standing and uphold thespian creed
- Works with Treasurer to ensure order of and payment of merchandise.
- In charge of working with Treasure and VP to develop fundraisers for the program
  
- Getting shows/ auditions and thespian events into the announcements at school
- Work with Lorena Alvarez to have shows placed on marquee
- Work with Historian and TECH COORDINATOR and SRHS Tech Team to make sure events are posted on school website, Facebook, and Announcements with photos
- Work with parents to get photos and publicity in the Newspapers, on radios and on Television where possible.
  
- Participates in Marketing Event at State conference for at least 1 production.
- Develop a Marketing attack for one or all shows (posters, tickets, playbill etc) for State Competition
- Develops and creates Fishbowl posters
- Maintains connection with parent volunteers for posters and tickets
- Supports front of house Staff if not engaged in production
- Attends Thespian Activities
- Should have Valid Driver's License and be able to drive for poster runs, publicity runs, etc.

**MANY OF THE ITEMS IN THIS BOX WERE FOR THE PUBLICIST. Which is something as a team we all can do.**

TTO 6 - Does not exist at present time.