President

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| **Drama Club** | Notes |
| Set overall goals with other officers, plan how to accomplish them, track progress |  |
| Plan and conduct officer meetings at least twice a month and member meetings at least twice a month. An agenda must be created for all meetings and forwarded to secretary. All officers make and submit reports |  |
| Coordinate new officer elections, training and first meeting |  |
| Plan and coordinate sorting, organizing or cleaning of facilities (props, costumes, etc.) |  |
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| **Productions** |  |
| Prepare audition paper work, help with auditions as needed and post cast lists |  |
| Schedule the house manager and ushers for all productions. Involve other club members in production tasks |  |
| Help track expenses and costs |  |
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| **Thespian Festivals and Troupe 990 activities** |  |
| Coordinate Leadership and Tech Olympics, NN Festival, State Festival, Internationals:* Registration and POs submitted for payment of, check secured
* Bus scheduled
* performance rights secured
* hotel registration and rooming lists
* itineraries for parents and thespians
* parent meetings and correspondence
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| Coordinate the 1-Act Play Festival * judges
* ballots
* performance rights
* royalties paid to publisher
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| Plan and coordinate Thespian Showcase with VP |  |
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