

MTC OFFICER RESPONSIBILITIES

- ❖ When an officer passes down their position to another student, it is required that they mentor the student taking over the position so they know what is expected of them.

A) Description of Officer Positions:

- President:** Calls meetings to order, presides over all meetings, encourages other officers to fulfill their duties, recognizes those who want to speak at meetings, maintains communication between officers and directors, makes meeting agenda and gives to Secretary to be typed for the MTC Meetings, creates officer deadline calendar, updates Master Calendar, finalizes banquet script, prepares and posts audition information, forms, and sign-ups for a production if the stage manager has not been named.
- Vice President:** Carries out President's duties in their absence, keeps track of ITS membership, maintains alumni directory, and provides information to Secretary about sponsor communication and reservations, keeps order at meetings, keeps track of MTC Handbook, and updates when revised, makes a communication directory of all MTC members.
- Historian:** Collects and takes photos and arranges for the Videotaping (if applicable) of all productions, rehearsals, trips, crews, meetings, and all other MTC events. Coordinates with the Media Coordinator to produce the slide show for the MTC Banquet, corresponds with yearbook, maintains the drama callboards, keeps track of all mentions in the newspaper, takes headshots of MTC members, receives updated bios from the Secretary, designs and constructs the lobby display/power point for productions.
- Media Coordinator:** Organizes scripts, magazines, newspapers, newsletters, and all media equipment in the department. Updates list of scripts in library, devises/maintains a system for script check-out/in, maintains monologue/scene file cabinets, updates social media accounts, receives copies of pictures from the Historian, and coordinates with the rest of the officer board to produce the MTC slide show.
- Points Manager:** Keeps an up-to-date database of all Thespian points that have been awarded for all tasks performed in the department and elsewhere, informs Directors when a letter jacket is obtained, informs Vice President when Thespian membership is obtained, and posts points on the callboard after each MTC meeting. All points must be recorded after a performance is completed. Points are not finalized until director approves. Gives a copy of points to Directors and President. Compiles final Thespian points that determine banquet certificates and awards.
- Publicist:** In charge of publicizing all productions, meetings, and other MTC activities, leads publicity crews, communicates events through posters, announcements at the high school, and on the radio, sends press releases to MISD Communication Department.
- Secretary:** Keeps minutes of MTC meetings, keeps attendance for meetings and gives them to the President, posts minutes on callboard, gives a copy of all minutes to President, makes copies and distributes agenda for MTC meetings, keeps a copy of the agenda for all meetings, gives Thank-You notes as necessary, maintains bio database, makes programs for all shows, and types script for the theatre banquet

** MTC Officers are expected to meet all above stated requirements/duties/expectations. Repeated offenses against the officer constitution may result to removal from office at the discretion of the Directors.