

OFFICERS:

PRESIDENT – Caia Wilson

1. Qualifications

- a. Must be a 7th grader or 8th grader and have been an Officer in the previous year.
- b. Must be passing all subjects and have a satisfactory conduct grade in each class.
- c. Must not have been ineligible or removed from a show for any reason during the year.

DUTIES:

- Reports to and works directly with the Directors.
- Respect and carry out Directors' decisions.
- Communicate with the Directors often and be upfront with any issues.
- Treat the Directors and fellow members with respect.
- Student "calls," organizes/plans out, and disseminates information at Officer Meetings
- Student leads the monthly Junior Thespian Meetings
- The President will work with the Directors in maintaining discipline among the officers.
- Shall abide by all school rules and all rules set forth in the Handbook and Guidelines.
- Promote unity and morale in the department.
- Keep a positive attitude and work ethic at all times.
- Set a good example for the department.
- Help individuals needing assistance.
- The President is expected to pass all classes during the school year. Should you fail a six weeks period, you will no longer be President.

The President is expected to maintain the highest standards. You are not only a member of the department but also the top representative of the organization. Should the President fail to follow the guidelines or rules of the handbook or should fall short of your duties, you will be subject to probationary action or removal from your position.

VICE PRESIDENT – Zach Cross

1) Qualifications

- a) Must be in 7th or 8th grade.
- b) Must be passing all subjects and have a satisfactory conduct grade in each class.
- c) Must not have failed any class during the performance year.

DUTIES:

- To replace the President in his/her absence.
- The Vice President shall work cooperatively with and assist the President and the Directors.
- Respect and carry out Directors' decisions.
- Communicate with the Directors often and be upfront on any issues.
- Treat the Directors and fellow members of the department with respect.
- Is in attendance of all Junior Thespian Meetings
- Assists Historian with making of End-of-Year Video for Banquet
- Assist Parliamentarian with Thespian Point Records
- Promote unity and morale in the department.
- Keep a positive attitude and work ethic at all times.
- They shall set good examples for the department.
- Help individuals needing assistance.
- The V.P. is expected to pass all classes during the school year. Should the V.P. fail a six weeks period, you may no longer be the V.P. This decision is at the discretion of the Director.

The Vice President is expected to maintain the highest standards. Should the VP fail to follow the guidelines or rules of the Handbook or should fall short of your duties, you will be subject to probationary action or removal from your position.

SECRETARY/TREASURER - MaKylee Michaud**1. Qualifications**

- a. Must be in 7th or 8th grade.
- b. Must be passing all classes and have a satisfactory conduct grade in each class at the time of interviews.

DUTIES:

- To replace the vice president in his/her absence.
- To record minutes at all meetings, both executive and general.
- To keep copies of all minutes chronologically.
- To post minutes after meetings to read.
- To notify officers of Junior Thespian related appointments.
- To be in charge of constitution bylaws.
- To provide a treasurers' report at each meeting.
- To keep concise records of the earnings collected on behalf of each member.

The Secretary/Treasurer should also follow the rules of the department. Should any officer neglect their duties and responsibilities, they will be subject to probationary action or removal from their position.

SOCIAL MEDIA/PUBLICITY SECRETARY - Maryn Evans**1. Qualifications**

- a. Must be a 7th or 8th grader
- b. Must be passing all classes and have a satisfactory conduct grade in each class at the time of interviews.

DUTIES:

- To replace the secretary/treasurer in his or her absence.
- To announce all shows, contests, or other activities.
- Will be in charge of NMS Theatre's Social Media and will post regularly.
- To provide banners, posters, and other items for publicity.
- To post announcements of meetings prior to each date.
- To maintain the callboard.

The Social Media/Publicity Secretary should also follow the rules of the department. Should any officer neglect their duties and responsibilities, they will be subject to probationary action or removal from their position.

PARLIAMENTARIAN - Sammy Brown**1. Qualifications**

- c. Must be a 7th or 8th grader
- d. Must be passing all classes and have a satisfactory conduct grade in each class at the time of interviews.

DUTIES:

- They shall maintain discipline amongst the officers at all times.
- Shall abide by all school rules & rules set forth in the Handbook & Guidelines.
- To keep order in the meetings.
- To recognize members who are entitled to the floor.
- Sets production specific deadlines for point records of all activities: plays, production dates, casts, crews, and work accomplished as provided in the official point system.
- Must know and conduct parliamentary procedures.

The Parliamentarian should also follow the rules of the department. Should any officer neglect their duties and responsibilities, they will be subject to probationary action or removal from their position.

COMMUNITY SERVICE/OUTREACH LIAISON - Emma Collins

1. Qualifications

- e. Must be a 7th or 8th grader
- f. Must be passing all classes and have a satisfactory conduct grade in each class at the time of interviews.

DUTIES:

- Keep track of hours of community hours and current records of community service points.
- Organize community service activities.
- To maintain and pass down NMS traditions.
- Responsible for all hospitality correspondence including birthdays, get well cards, thank you notes, etc.
- To send correspondence to other schools and individuals as the troupe needs.
- Work with the other schools in the area in creating communication and an open dialogue.
- Work with the other schools in the area in creating group events for cross-district bonding and team building.

The Community Service/Outreach Liaison should also follow the rules of the department. Should any officer neglect their duties and responsibilities, they will be subject to probationary action or removal from their position.

SOCIAL EVENTS SECRETARY - Emma Kintzer

2. Qualifications

- g. Must be a 7th or 8th grader
- h. Must be passing all classes and have a satisfactory conduct grade in each class at the time of interviews.

DUTIES:

- Plan and organize social activities including Banquet, picnics, New Faces Party, etc.
- Plan and organize banquet and plan out décor, meals, music and AV requirements, banquet theme, etc.
- To oversee all potential inductees.
- Organize and carry out all sixth grade bonding activities.
- Monitor correspondence between members and their secret buddies.
- Assists in planning troupe Induction Ceremony & End of year banquet.

The Social Events Secretary should also follow the rules of the department. Should any officer neglect their duties and responsibilities, they will be subject to probationary action or removal from their position.

HISTORIAN - Aliyah Esteban

1. Qualifications

- a. Must be a 7th or 8th grader.
- b. Must be passing all classes and have a satisfactory conduct grade in each class at the time of interviews.

DUTIES:

- To replace the social media/publicity secretary in his/her absence.
- To prepare a narrative account of the theatre department's activities.
- To provide the pictures and videos for the audio/visual presentation of the year banquet.
- To set dates for group pictures and communicate with the yearbook staff.
- To compile a scrapbook accounting the activities of the year.
- If unable to attend a Junior Thespian event, he/she is responsible for finding someone to tape and/or photograph the event.

The Historian should also follow the rules of the department. Should any officer neglect their duties and responsibilities, they will be subject to probationary action or removal from their position.