

Vice Presidential Duties

The general goal of the Vice President should be to assist the President in any way possible. This includes taking on individual projects as well as delegation to other officers.

1. Grades

- a. The Vice President must maintain an overall GPA of 2.5 for EVERY grading period throughout the year.
 - i. Should the GPA dip below 2.5 for any grading period the Vice President will be put on probation for next 9 weeks. If the GPA is not brought to above 2.5 after the next grading period the position will be forfeited and the sponsor will appoint a new Vice President.

2. Leadership

- a. All officers must be enrolled in a minimum of ONE theatre class BOTH semesters.
- b. All officers must be present for every drama club and officer meeting; on time and prepared with full knowledge of agenda and prepared to answer questions.
- c. All officers must conduct themselves in a manner that represents not only GSHS, but also our Drama Department; being polite, respectful and responsible young adults.
- d. All officers must keep the sponsor and booster club updated on all projects and happenings in their position.
- e. All officers are responsible for bringing new ideas to the program.
- f. Whether or not you audition, it is mandatory that all officers participate in the play. That can be on the tech crew, set construction, house managing, costumes, props, publicity, etc. Each officer MUST be a part of EVERY show we produce. This is not an option.
- g. There must be at least one officer at each booster club meeting.

3. Officer Delegation

- a. The Vice President must oversee the projects, growth and production of the other officers. This goes for everything from keeping them updated on new policies to making sure they are doing their job efficiently and regularly.
- b. In specific, with the help of the President, they will oversee every social media post before it is posted by the Social Media Manager
- c. The Vice President also designs the Drama Club shirt every year and manages production and sales of the shirts.

4. Theatre Website

- a. It is the Vice President's job to facilitate and update the theatre website. This includes working with the director to add and remove important links, updating general things, and making it more accessible.
- b. This job also includes updating the theatre's calendar, with all the

important dates given by the director.

5. Florida Theatre Conference

- a. It is the Vice President's responsibility to oversee our trip as a whole. Get needed information from the FTC website, make calls if need be and make sure all attendees have necessary information.

6. End of Year Banquet

- a. The Vice President must help the parents plan and organize the end of year banquet. This shall include, but is not limited to: finding a facility or banquet hall, decorations and the awards.
- b. It is the job of the Vice President to oversee the Social Media Manager and/or Publicity Manager to ensure that they have a year-end video to present at the banquet.

7. Productions

- a. Whether or not you audition, it is mandatory that all officers participate in every production. That can be on the tech crew, set construction, house managing, costumes, props, publicity, etc. Each officer MUST be a part of EVERY show we produce. This includes anything that the program sponsors, is not limited to just our mainstages and is not an option.

8. Consequences

- a. Any officer failing to comply with any of the above is subject to consequences, which may include loss of position and title.
- b. In the event that an officer loses their position, a replacement will be appointed by the sponsor for the remainder of the year. The above rules and consequences would then apply to the replacement.

9. Other duties

- a. The Vice President could be in charge of 2 to 3 other events sponsored by the department. These events will be announced and assigned at a later date.