

Secretarial Duties

The general goal of the Secretary should be to record and goals and achievements of the club through good organizational and communication skills.

1. Grades

- a. The Secretary 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 Secretary 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 Secretary.

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. Meetings

- a. The Secretary must start all (department and officer) meetings by reading the minutes from the last meeting.
- b. The Secretary must take minutes of what is said and done at every single officer AND drama meeting.
 - i. The notes must then be typed into a word document in the proper format and saved.
- c. The Secretary must keep an organized file labeled "Minutes".
 - i. One copy of the minutes from EACH meeting must be in the file no later than the day after said meeting.

4. Other duties

- a. The Secretary 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.

5. 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.