

## 2018-2019 Center Stage Board Positions

### **President:**

- Creates and maintains Center Stage general Facebook group, and maintains communication groups for board members.
- Serves as primary group representative at necessary school functions/meetings.
- Prepares agenda for and regulates time at board meetings - updates board members who miss board meetings.
- Acts as liaison between Center Stage community and Center Stage director and/or Mr. Martin.
- Oversees board members' progress on various tasks or duties and assists where needed.
- Primary help for Publicity Chairs, when needed.

### **Vice President:**

- Serves as secondary group representative at necessary school functions/meetings.
- Acts as second liaison between Center Stage community and Center Stage director and/or Mr. Martin.
- Helps to oversee board members' progress and assist where needed.
- Primary help for Activities Chair, when needed.
- Coordinates schedule for lunch ticket sales for each show, **even when not participating** as a cast/crew/pit member in that particular show.

### **Publicity Chairs (2):**

- In charge of all publicity materials and announcements; create and distribute:
  - Posters/flyers; main office PA system announcements; Facebook *events* (note: works in conjunction with President on Facebook activities); newspaper briefings--work with Center Stage director to send out notices to local publications.
- Utilize school and Center Stage resources to publicize shows to school community.
- Coordinate and direct publicity activities and/or events (ie. flash mobs).

### **Activities Chair:**

- Plans and hosts group gatherings and social events for the company.
- Coordinates program decisions and communications for all Center Stage activities outside of formal productions.
- Takes lead on fundraising and charity events held by the group.

### **Secretary:**

- Takes detailed notes at all meetings
- Types up notes and emails them to Center Stage board members, Center Stage director, and when appropriate, Center Stage full membership.
- Helps coordinate lunch ticket sales schedule with the Vice President.

### **Improv Captains (2):**

- Serve as liaisons between Center Stage Board and Improv Troupe.
- Coordinate auditions, rehearsals and performances for Improv Troupe.
- Serve as primary group representatives at necessary school functions/meetings; secures space for school events for Improv Troupe.
- Lead Improv activities, including Open Improv and Improv Troupe rehearsals.