

Longleaf Repertory Ensemble (LRE)

BOOSTER OFFICER ROLES

PRESIDENT

The duties of the president shall be as follows:

1. Primary PTA/Theatre liaison
2. Partner with Theatre Program Director to set meeting agendas
3. Preside over monthly and /or any extra meetings
4. Run annual election of officers
5. Appoint project leaders as required
6. Partner with Theatre Program Director to meet with school administrators as needed
7. Review objectives and or issues with elected officers/members
8. Help with parent communication as needed

VICE PRESIDENT

The duties of the vice president shall be as follows:

1. Attend all club meetings
2. Preside over club meetings in the absence of the president
3. Oversee the Senior Scholarship program
4. Offer insights and recommendations concerning club agendas and activities
5. Actively promote LRE as an integral part of the NC School System & the LSA Community
6. Lead or assist with at least one project (Fundraising is high priority)
7. Help with parent communication as needed

TREASURER

The duties of the treasurer shall be as follows:

1. Maintain accurate records for all financial aspects of LRE
2. Maintain and update bank account records in partnership with LSA Office Manager
3. Present a written financial statement at the monthly Boosters meeting
4. Prepare/present an annual financial report at the end of each fiscal year

SECRETARY

The duties of the secretary shall be as follows:

1. Maintain all records of reporting
2. Take attendance & minutes at each meeting and report at the following meeting
3. Send reminders for action items within one week of meeting and reminders for next meeting one week prior to meeting

MARKETING COMMITTEE CHAIR

1. Oversee Playbill Ad Sales Process (Corporate & Family Ad Sales organization)
2. Either prepare, or coordinate with someone to prepare, the Playbill, Show Posters, Marketing Materials for all LRE productions & events (including but not limited to Fall Triple Threat Drama Feis, Fall Play, Spring Showcase, Spring Musical, Senior Showcase Production). *includes partnering with printing company
3. Research potential opportunities for Grants

APPAREL COMMITTEE CHAIR

1. Select vendor/vendors and products based on market, pricing, uniqueness, recognizing a repeat clientele from year-to-year
2. Order and manage delivery process for Show & Program/Department shirts and other LRE merchandise
3. Oversee all aspect of ordering and distribution of Scholastic Letters and letter sweaters for ITS inductees
4. Partner with Theatre Program Director to help with ordering plaques and trophies for end of year Awards Celebration.

EVENTS COMMITTEE CHAIR

1. Organize food for NCTC & ITS Festival trips
2. Oversee Concession Stand solicitations, set up and crew organization
3. Oversee solicitation, organization, set up & clean up of the Sunday Performance Day Brunch and Senior Celebration (all Mainstage Shows)
4. Parent liaison for Beginning of Year ITS Retreat
5. Parent liaison for End of Year Award Celebration

TECH WORKSHOPS COMMITTEE CHAIR

1. Organize solicitation of parent volunteers for Tech Workshop Weekends
2. Organize lunch/snacks/beverages for volunteers on Saturday Workshop weekend days
3. Errands to purchase items needed for shows (costumes/props, etc) - Save receipts for reimbursement.