**Secretary:**

The main role of the secretary is to make digital notes of the drama club, thespian, and officer meetings. When they are done with this, the officer meeting notes must go to all boosters (which requires the booster information to be sent to secretary) and officers, and that the thespian and drama club notes are posted on remind, Facebook, other social media sites, and the website. They will also be in charge of managing the website. They will make sure every officer that needs to upload a document gets it done in a timely fashion. The officers that are expected to upload are the photo historian and their photos from the year (it is expected that they post the photos two days after the event occurred on the website and google drive), publicity should also be posting new events and fliers or even ticket sales if online this year, and student helpers who are uploading Mrs. Hausman’s music files for both shows (for jr. show contact stage manager on when Mrs. Hausman sent it out). This is a temporary idea but putting all of the events on the websites and creating a reminder for the students to get on their phone. Contact Bella Stotts on how to use the calendar on the website and connecting it to your phone. Additionally, secretary will be involved with organizing junior obligations. They will be given a list of all juniors that are thespians, and it is your job to make sure every senior (even if they are not a thespian but must still be involved in program) gets a speech. This means you will have to create a date and place to do this before seniors graduate and have every junior upload their speech script at least three days before the junior obligations take place. Maybe planning something special along with that is a good idea and also make sure you pair juniors with seniors that have knowledge and communication with each other. Lastly, since this is likely a junior year position, you will be in charge of getting all officer election information together whether Flo decides, or the general public does an election. The secretary should also work with the vice president in the election process by informing and starting to get students to think about the positions early by promoting being an officer and discussing how awesome it is.