

Falcon Theatre Board/Committee Positions:

EXECUTIVE BOARD POSITIONS:

President

- Presides over all meeting of the Executive Board and Booster Club
- Perform all duties prescribed in the bylaws or assigned to them by the Executive Board
- Be a member of the Audit Committee
- Have signature authority on booster club bank account

Vice President

- Act as Fundraising Chairman
- Act as aide to President
- Perform duties of president in his/her absence
- Can have signature authority on bank account

Secretary

- Keep accurate record of all meetings of the booster club and submit minutes of meetings every month
- Perform duties as assigned

Treasurer

- Have custody of all funds of booster club
- Keep accurate accounts and bank records
- Pay out club funds as authorized by President, Board and Theatre Directors
- Have signature authority on bank account
- Present statement of account when requested by Executive Board
- Submit accounts to be audited every year
- Submit/oversee budget plan for the year

Parliamentarian

- Attend all meetings of the booster club and Executive Board and advise on matters of procedure when requested
- Enforce rules contained in the current edition of the bylaws.

COMMITTEE CHAIR POSITIONS:

Membership

- Collects/tracks membership signups
- Keeps updated information list of current members
- Distributes tshirts/decals included with membership purchase

Concessions

- Prepares concession stand during show weeks
- Directs committee members during concession sales

Student Meals

- Coordinates Sign Up Genius to help feed the company during show week
- Set ups/serves/cleans up during show week meals
- Shops for food items if necessary

Banquet

- Helps coordinate banquet venue/meals/dj/decor with President and Falcon Theatre officers
- Sets up/tears down decor on banquet day

Scholarships

- Coordinates applications and grading rubrics for College and Camp scholarships
- Oversees team to judge applications
- Prints scholarship certificates and award letters
- Makes sure scholarship money is sent to camps/colleges as requested by scholarship winners

Audit

- Helps plan budget for upcoming school year
- Works with treasurer to reconcile budget from previous year

We also are in need of someone to run the website. Phil Hyatt has done an amazing job setting it up, but needs to train someone to take over. Other areas where we can use assistance: Social Media manager, Patch Coordinator, Spirit Wear Coordinator

If you are interested in any of these positions, please sign up through the website www.tchsfalcontheatre.org