Officer Application

**Expectations for All Officers**

- *Lead by example.*

- Encourage and support *positive* energy within the company and in the school. Build *unity*.

- *Address concerns respectfully* to Mrs. Berrett and others without arguing, gossiping, or complaining.

- Look for and *include others* who might feel left out.

- **Attendance** to additional practices and meetings

- Maintain academic requirements in all classes. (Must have a B or higher in all of your classes in order to keep position as officer, otherwise will be removed from position in order to provide sufficient focus to succeed in classes.)

- Assist Mrs. Berrett in whatever else we may need help with in order to have a strong, successful company all year.

**PRESIDENT**

The Dance Company president’s job is to unify the company and help everyone feel excited and positive about being here. She would be in charge of the following duties as part of this expectation:

- Organize and delegate responsibilities in officer meetings.

- Recognize and discuss needs of company with officers and Mrs. Berrett.

- Secret sisters during concert week.

- Gather baby photos for the concert in May and put them together in a PowerPoint.

**VICE PRESIDENT - ACTIVITIES**

The role of activities officers is to generate enthusiasm and excitement within the company through activities. She would be in charge of the following duties as part of this expectation:

-Organize a “sister spotlight” that will happen throughout the year

- Organize activities quarterly (at least one per term) for company members to get to know each other better and to unify the company.

- Anything else they think would be fun after approved by Mrs. Berrett

**VICE PRESIDENT - SECRETARY**

The role of the secretary is to account for each member of company and support in unifying the company. She would be in charge of the following duties as part of this expectation:

* Have contact information of all company members at all times to call or text as needed (directed by Mrs. Berrett)
* Create a list of dance company member birthdays and put together a small treat to award on each person’s birthday. (Mrs. Berrett will provide items and supplies for this)
* Assign and promote company members to dress up uniformly each day during concert week

**COSTUMES (2)**

The role of costumes officers is to help out with organizing and keeping track of costumes. They will be in charge of the following duties as part of this expectation:

- Help design, decide upon and distribute Dance Company sweats and other costumes

- Take pictures and record costumes in costume binder

- Keep track of costumes checked in and out by company members

**COMMUNICATIONS SPECIALIST**

The role of the communications specialist is to communicate the happenings of company to school and community. She would be in charge of the following as part of this expectation:

* Help design posters for concerts and other events.
* Create a sign up for company members to post concert posters around the community in May
* After concert, and throughout year make sure thank you cards are made and signed for administration, etc.

**HISTORIAN**

The historian ensures that we have memories recorded throughout the year. She would be in charge of the following as part of this expectation:

* Take pictures and videos throughout the year and compile them all on a disc or flash drive to give to Mrs. Berrett
* Help design and create hall bulletin board that will have the company’s pictures
* Help Mrs. Berrett create DVD at the end of the year with all the pictures and videos
* Help organize Dance Company pictures at the beginning of the year

Please answer ALL of the following questions on a separate piece of paper and staple to this worksheet:

1. If you were on the company last year, what do you think were the team’s biggest difficulties? Did you contribute to them? If you were not on the company last year, what do you think could be potential problems? How will you solve them?
2. If you are NOT chosen as officer, what do you hope to contribute to the team this year? Would you still commit to the expectations that all of the officers are required to abide by?
3. What are three of your main goals for the team this year? What do you envision?
4. An effective group of officers is comprised of individuals who compliment each other’s strengths. Picture the candidates that you believe to be the best choice for officers this year. Now, one by one, identify them with their greatest strength: motivator, disciplinarian, organizer, comedian, etc.
5. Think of your schoolwork, extra-curricular activities, work, and other involvement at home and in the community, do you have enough time to serve as an effective officer? Give us a list of your priorities that surround your life. Would you make sacrifices in order to fulfill your duties as officer?
6. Imagine that others in the school think that Dance Company is an elite/snobby clique. As an officer, what would you do to remedy this problem?
7. Imagine several members on the team have negative attitudes. As an officer, devise a solution to this problem.
8. Write down three traditions you think company should have.

***I have read and understand the expectations that would be required of me and commit to giving my best efforts in following through with my responsibilities as an officer.***

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Write down the officer positions that you are most interested in, #1 being the position you are the most interested in. Please understand that if you are chosen as officer you may not be placed in your first choice.

#1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_