

# **Celebrity Social Committee Job Descriptions**

- Meets with the director regularly to gain insight into the team's needs
- Meetings with the director are on the first Wednesday of each month at 2:45
- Completes all duties assigned by the director in a timely manner
- Designing, creating, decorating the lobby for Spring Show
- Creating a social event/game once each month
- Creating and producing a poster of the members of their rank

## **President:**

- Plans and oversees all social committee functions and meetings with the director's consent and guidance
- Organizes, produces, and distributes monthly social calendar in a timely manner after approved by the director
- Oversees the big sister/little sister program
- Organizes events that create and maintain a positive working morale between all organization members with the director's input

## **Vice President:**

- Assumes the president's duties in case of absence or removal
- Reminds all Celebrities about monthly Booster Club meetings (in writing)
- Oversees the purchasing of social club gifts (game gifts, birthday gifts)

## **Secretary:**

- Creates, maintains, and keeps, all written records of committee activities, social calendars, meetings, and events
- Shares all reports with the director and president
- Writes thank you notes for any administration, parent, or any help given by an individual for a Celebrity function
- Creates and produces the year's officers and social committee posters to be hung on the wall

## **Photographer:**

- Takes photographs for all activities and events throughout the year
- Creates and produces the year's Jazz Company poster to be put up on the wall

## **Historian:**

- Collects, creates, and maintains a scrapbook throughout the year of all events and members
- Creates and produces the year's Kick Company poster to be hung up on the wall

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