



## TECH Studio Duties & Responsibilities

ROLE	RESPONSIBILITY
<p>Studio Co-Reps</p> <p>(ideally 2 reps, with one parent in a younger grade for continuity)</p>	<ul style="list-style-type: none"> <li>• Co-Lead Tech Studio's PA (also known as POTS, Parents of Tech Students);</li> <li>• Co-Serve on Executive Board of General LaG PA;</li> <li>• Regularly interact with Tech Studio teachers/leadership on all issues, such as finances, performances, volunteers, etc. (bi-monthly meetings with Studio Assistant Principal and POTs board);</li> <li>• Assist with PA finances/fundraising;</li> <li>• Guide Tech PA involvement with performances (from feeding students to selling merch);</li> <li>• Liaise with other Studio Co-Reps - PODS (Drama Studio) in particular for SDFs;</li> <li>• Approve reimbursements.</li> </ul>
<p>Treasurer &amp; Financial Manager</p> <p>(ideally 2 reps, with one parent in a younger grade for continuity)</p>	<ul style="list-style-type: none"> <li>• Maintain line-item budget (excel spreadsheet already created);</li> <li>• Track all expenditures and revenues for studio (in conjunction with PA Treasurer);</li> <li>• Create projections for following year (with assistance from EB);</li> <li>• Flag financial opportunities &amp; challenges;</li> <li>• Coordinate with LaG Tech Leadership on costs/needs;</li> <li>• Oversee reimbursement process;</li> <li>• Participate in bi-monthly meetings with Studio Assistant Principal and POTs board.</li> </ul>
<p>Secretary of Communications</p>	<ul style="list-style-type: none"> <li>• Draft &amp; submit SNN;</li> <li>• Participate in bi-monthly meetings with Studio Assistant Principal and POTs board;</li> <li>• Update and maintain Tech section on PA website;</li> <li>• Send out all Tech related communications;</li> <li>• Lead outreach to all TECH parents to join PA;</li> <li>• Help with volunteers/parents in school events.</li> </ul>
<p>Recording Secretary</p>	<p>Track all meetings:</p> <ul style="list-style-type: none"> <li>• Minutes from Studio meetings;</li> <li>• Minutes from Studio leadership meetings;</li> <li>• Verify meetings scheduled right (zoom or in person);</li> <li>• Help with volunteers/parents in school events.</li> </ul>
<p>Merchandise Reps</p>	<ul style="list-style-type: none"> <li>• Coordinate merchandise sales events (volunteer sheets);</li> <li>• Track existing merchandise (inventory on Square);</li> <li>• Plan new merchandise (with the design team).</li> </ul>
<p>All School Musical (ASM) Tech Rep</p> <p>(create committee with members from other studios, 2-5 people)</p>	<p>This is Tech's biggest show so while this role doesn't last all year, it is extremely important (September to mid-December):</p> <ul style="list-style-type: none"> <li>• Acts as liaison between the ASM producer and the LaG PA Executive Board;</li> <li>• Coordinates fundraising efforts via direct appeals, program ads, sponsorships, concessions and other special efforts;</li> <li>• Coordinates concessions and merchandise sales at ASM performances;</li> <li>• Facilitates the payment of production expenses &amp; works with PA treasurers as needed;</li> <li>• Coordinates meals for cast and crew on certain performance days;</li> <li>• Outreach to ASM cast, crew and pit parents to coordinate volunteer opportunities/efforts;</li> <li>• Email families and donors via Membership Toolkit</li> </ul>

Corporate Development	<ul style="list-style-type: none"> <li>• Establish strategic partnerships with corporations for donations and/or volume pricing;</li> <li>• Seeks out grants other fundraising opportunities specific to Technical Theatre.</li> </ul>
POTS Social Events Planner	<ul style="list-style-type: none"> <li>• Help POTS interact beyond zoom!</li> </ul>
Volunteer Coordinator	<ul style="list-style-type: none"> <li>• Plan and engage POTS around volunteer events.</li> </ul>