

DUTIES FOR SOCIAL AND LINE OFFICERS

by Joyce E. Pennington

To manage a large team effectively, you need to insure that you need to have more leadership than just your dance officers and Booster Club. You can designate, or have the team vote on social and secondary officers that can make your team run more effectively as well as relieve the responsibilities of the dance officers. Here are some suggested social and secondary officer job descriptions to support your team with additional leadership.

SOCIAL PRESIDENT- The social officers can assist with so many functions and activities of the team. The President can utilize the other social officers as her "committee" to plan social functions like "Big Sis/Little Sis" activities, parties, birthdays, decorating lockers, Friendship Circle, Gift Baskets for visiting teams, gifts for the directors, plan the Banquet, plan the awards for the banquet, plan the Senior Trip, organize the Director's Gift, plan motivational activities for camp, and much more.

SOCIAL VICE PRESIDENT- assist the President with social planning.

SOCIAL SECRETARY- Create a bulletin board with special announcements, team motto, Phrase of the Week. Make calls in planning all social activities. The secretary can organize the program for Spring Show and oversee sales of ads as well as layout of program. She should also have all names, addresses, emails and cell phone numbers on computer so that the list can be issued to each team member and mailings can be done from labels. She should also be responsible for writing thank you notes as well as all written communications.

SOCIAL HISTORIAN- Take photos at all team events to go in the team scrapbook that will document the year's activities. Make sure to take some of the pictures as slides so the historian can organize the slide show for either the banquet or the spring show. Keep up a team scrapbook with the latest in scrapbooking pages and techniques through a local scrapbooking store.

SOCIAL TREASURER- The treasurer should collect all money for social activities and be able to keep good records that can be reviewed at any time by the director or school administrator. She should assist the director in making out deposits and taking money to the school office.

SOPHOMORE/JUNIOR/SENIOR REPRESENTATIVES- Each class should vote on a representative from their class that will serve as a spokesperson for themselves on the executive board. They should channel input from their peers to benefit all activities for the team.

SERGEANT- This is a leader in your group that is in charge of the new team members. She may have tried out for officer and perhaps not had the performance skills for a dance officer, yet have exceptional leadership skills. She will hold special rehearsals for the "Rookies" that will give them good technique, knowledge about traditions on the team, ideas for their "Big Sis", learning traditional routines and much more. The sergeant does not take a little sis, but acts as a 'Mom' to the 'Rookies' to guide them through each and every activity throughout the year and be able to have someone to go to with questions or concerns.

CHAPLAIN- This officer is in charge of the 'prayer circle' or 'friendship circle' and can also contribute the prayer prior to performances, games, banquet and other special activities. She can also help with posting positive phrases on the bulletin board as well as peer counseling.