

## Debate Officer Board Roles and Responsibilities

### Logistics President

Responsibilities include:

1. Managing club meetings
2. Working on PR
3. Managing student board meetings
4. Working with Ms. King to manage club and work on logistics (carpools, judges, etc.)
5. Attend Boosters Meetings (Switch off with Outreach person)

### Team President

Responsibilities include:

1. Working with Ms. King to organize lesson plans and run meetings in terms of content
2. Helping to organize the other events and officers
3. Managing prep and team contributions

### Secretary

Responsibilities include:

1. Taking notes at all meetings and submitting to Ms. King/ASB
2. Updating the website after each meeting
3. Drafting club and parent email updates with Ms. King
4. Keeping track of all club communications and information

### Treasurer

Responsibilities include:

1. Tracking funds for tournaments
2. Arranging fundraisers/work with Boosters to raise money for the club
3. Logging and entering NSDA points with Ms. King the day following tournaments
4. Organizing and managing club payments, accounting, etc.

### Outreach Position

Responsibilities include:

1. Attending Boosters Meetings (switch off with Logistics President)
2. Working on community involvement (organizing fundraisers/volunteering in the school and outside)
3. Being the go to person to work on t-shirts, PR, and marketing for the club (creating posters/flyers, etc.)
4. Working with the secretary to keep the website up-to-date

### Freshman Rep (Freshman position)

Responsibilities include:

1. Acting as a representative for the Freshman Campus (FC)
2. Reporting at assemblies for school (if needed) and meetings at the MC
3. Working with ASB to put up posters at the FC
4. Organizing lunch tables at the FC
5. Generally representing Debate at the FC

# Request to Run for Debate Officer Board Application

\*Applications must be submitted to Ms. King by Monday, Sep. 14<sup>th</sup> to be considered\*

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Running for \_\_\_\_\_ Position

Please explain your reasoning and desire to run for the above office:

Other potentially conflicting activities: (Be sure to explain date and time potential conflicts)

Write your speech you will give to the club here (if you are nominated to run). (It should be no longer than 1 minute.) This must be approved and CANNOT change once submitted.

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