Debate Officer Duties

In order to run for office you must possess the following qualities:

- 1. Be willing to put in extra time (before, during, and after school hours)
- 2. Have the ability to pay close attention to minute details
- 3. Be willing to learn new tasks
- 4. Be willing to complete a task without being asked (self-starter)
- 5. Maintain at least a 3.0 GPA
- 6. Understand that you will be graded on your completion of your duties as an officer
- 7. Be registered in the varsity class while in office

Understand that holding a position as a team officer is a voluntary position; however, you are asking to hold this position. Therefore, once you are elected, you are obligated to follow through with your tasks.

President/Captain

Usually the person elected to this position is voted in for his/her extreme devotion and love for the Forensics area. Therefore, this position is highly regarded and comes with heavy responsibility. The president/captain of the Speech and Debate Team is a strenuous undertaking. Not only is the President a major role model, but he/she is also the "right-hand helper" to the coach. It is recommended that this person be at least a Junior or Senior during his/her office. This person MUST have a STRONG background in typing and computer skills.

DUTIES INCLUDE but are NOT limited to:

- Supervisory duties ALONGSIDE the coach (Examples may be things such as overseeing other officers, assisting the coach with "pre-room" checks at away tournaments, assisting the coach with classroom duties, reminding Varsity members of due dates, etc.)
- ALL paperwork for local tournaments There is a GREAT amount of tedious paperwork that goes into getting the team ready for a local tournament. This person is responsible for making sure that all the necessary county/school paperwork is typed, proofed by the coach, and turned into the appropriate Administrator. Complete the registration forms (finding out who is attending the tournament). Meeting all deadlines is VERY important.
- All paperwork and files for away tournaments Local tournaments require lots of paperwork, and away tournaments require much more. It is the responsibility of the president to get the required papers out to the students and make sure they are returned upon the proper date. You will work closely with the coach in making sure that all student files/paperwork is completed in a timely manner (meeting the competition deadlines given to the class).
- Run any school team meetings when needed If we call a meeting after school to discuss miscellaneous business, you will conduct the meeting.
- Coordinate after school groups Coordinate and schedule the event meetings after school. Remind the class of the events that are taking place for the extra training.
- Any given task assigned by the coach.

Vice President/Co-Captain

The Vice President is elected into this position based on his/her dedication to the Debate Team. This person in this position is to assist and support of the Coach, President and other officers as needed. The President and Vice President work closely together to insure that

all the tasks of the official duties are completed. The Vice President is also a role model to the team and will work closely to enhance the team's reputation.

- Assist the President when needed When needed, the Vice President/Co-captain will work ALONGSIDE the President with his/her duties. Please understand the Vice President/Co-captain tasks come before any delegate item from the President's list.
- Making telephone calls to team members when needed Any reminder phone calls that need to be made will be made by the Vice President. If needed, the list may be broken up into sections and divided among the officers.
- Assist the Secretary with preparing, proofing, and mailing NFL point information The Vice President will work closely with the Secretary to keep accurate records
 of the NFL point bookkeeping system.
- Arrange Judges for the tournaments The Vice President/Co-captain, whether attending the tournament or not, will be responsible for finding AND CONFIRMING judges for the local AND away tournaments. The Vice President will be responsible for reporting to the coach with all names and specifics about judges. If phone calls are needed to recruit judges, the Vice President will be responsible for completing this task. All judges MUST BE CONFIRMED at least five days PRIOR to the tournament. The Vice President will also be responsible for devising a tracking system for used judges.
- Help schedule the judge training It is imperative and mandatory that all
 judges/parents are trained BEFORE they are required to judge. This person will
 be responsible for scheduling and coordinating the training session.
- <u>Fundraiser chair</u> The Vice President/Co-Captain will be responsible for overseeing all fundraisers that the parent association is coordinating. This will involve attending the parent board meetings and reporting back to the class. This person will also be responsible for disseminating any important paperwork to the class.
- Rule Gatekeeper The Vice President/Co-Captain will be responsible for answering any and all questions regarding which tournament follows which rules. This person will post the tournament rules for each upcoming tournament.
- Any given task assigned by the coach.

Recording Secretary

The Recording Secretary is elected into this position based on his/her dedication to the Debate Team. The person in this position is to assist and support of the Coach, and other officers as needed. The Recording Secretary works closely with the Coach to insure that all clerical tasks for the team are completed. The Recording Secretary is also a role model to the team and will work diligently to enhance the team's reputation.

- Prepare, proof, and mail NFL point information The Secretary will work closely with the Vice President to keep accurate records of the NFL point bookkeeping system.
- Keep the NFL points book up to date with all necessary addenda's sent by NFL This is a very important task. It is necessary to make sure that all
 correspondence from NFL is facilitated and kept up to date in the team record
 book.
- Keep the NFL points bulletin board(s) up to date with necessary information Make sure that all points are accessible to the classes.

Secretary

The Secretary is elected into this position based on his/her dedication to the Debate Team. The person in this position is to assist and support of the Coach, and other officers as needed. The Secretary works closely with the Recording Secretary and Coach to insure that all clerical tasks for the team are completed. The Secretary is also a role model to the team and will work diligently to enhance the team's reputation.

- Keep an accurate record of the team member and telephone numbers Create and update as needed the team telephone list. Make sure the list includes name, telephone numbers, address, email and parent's names.
- Assist coach with an accurate record of attendance Devise a system of tracking attendance. Keep an accurate log of those students attending the parent meetings, outside activities, tournaments, after school extra activities. The team members should report all extra curricular information to the Secretary.
- Volunteer forms Have all students keep records of his/her parent's volunteer hours (judging, driving, chaperoning, etc.) Make sure all forms are filled out immediately and kept in the volunteer file. Devise a system of tracking all the hours. In March, the school must have the team hours for a log.
- Keep the minutes of the meetings Attend all meetings (both parents and students). Keep track of attendance and all minutes.
- Correspondence with parents Make telephone calls to parents regarding any event/fundraiser, etc. that our team is conducting.
- Assist the Historian with Publicity When needed make sure press releases are distributed to Mr. Grinder on time (working closely with the Historian).
- Any given task assigned by the coach.

Treasurer

- Collect monies from students Collect any tournament fees, fundraising money, dues, t-shirt money, etc.
- Keep an accurate record of monies collected Use the appropriate forms (school forms, parent association forms, etc) to document the monies collected.
- Complete the check requests for paying bills and registration fees Make sure that the tournament fees are paid. Fill out the correct forms, have the coach sign it and turn in to the bookkeeper at least one week PRIOR to the tournament date. Complete any necessary check request as needed for fees, leagues, supplies, etc.
- Figure the amount for trips and advise the class Each trip has a different price. Work closely with the coach to figure the cost for the trip. Advise the class and parents (phone/letter).
- Act as the liaison between parent treasurer and class It is important that all students know exactly what money is in his/her fund. Keep in touch with the parent treasurer and keep the team members informed.
- Assist with any fundraiser in progress Work closely with the Vice President/Co-Captain to help with the fundraisers that are in progress. Continue on the project until the end.
- Assist with class attendance when needed If needed take the attendance to the main office.

Historian/ Publicity Director

- Take pictures at events When possible take pictures, or assign a team member to take pictures at the tournaments, parties, class activities, etc.
- Create a scrapbook with pictures Organize a Scrapbook team. Maintain an ongoing scrapbook of photos and momentous notes about the team. By semester's end the scrapbook must be up to date.
- Press Releases Type and deliver press releases to Mr. Grinder on time as requested.
- <u>Publicity</u> After each tournament, arrange for an announcement during Homeroom time. Assist when needed with any publicity issues. Communicate with the school on all newsletter items as needed. Make sure that ALL Debate related events are on the school calendar.
- Newsletter At least twice per school year, type up a newsletter for the parents.
 Keep them aware of the tournament schedule, our judging requirements, the fundraisers, etc.
- Work closely on all fundraisers Make sure you are 100% aware of all details on all fundraisers.

All Officers

- Going above and beyond the call of duty This is understood for all officers, it
 goes without saying. Because you are an officer, you aren't asked to do this;
 it's expected. In other words, you are running for office knowing the heavy
 responsibility you are undertaking.
- Work on coordinating class events T-shirts, trips, parties, team building, fundraisers, etc.
- Promote positive feelings You must be a promoter of respect, good sportsmanship, and a great attitude.
- Two officers at parent meetings at all times
- Spirit events for the school Motivate the team to get involved in school spirit activities to make the Debate team known.
- Chairing fundraisers At times, it will be required that all officers help out with ALL of the fundraisers. You will be asked to help the parents with the fundraisers as needed.
- <u>Chair event committees</u> Being responsible for a group of novice and helping train them for certain events.