

Provincial Thespian Officers Information Package

PTO Selection Process

- With the exception of the PTO Vice Chair, anyone interested in becoming a PTO for the upcoming school year should attend one of the leadership workshops offered at the PTF in February. (Students in grades 10 and 11 are eligible.)
- Each leadership workshop will have a sign-out sheet at the end where attendees write their name and an email address.
- Leadership workshop attendees recognized with a certificate during closing ceremony.
- Within a week of the PTF ending, eligible attendees are emailed the application, which must be submitted within one month.
- The PTO Coordinator reviews and compiles the applications and makes a recommendation of a Board of PTOs for the following year.
- British Columbia Thespians Exec Board approves the PTO candidates for the following year during their spring PTF Follow-Up Meeting (either in person or via email).

PTO members are required to attend the Spring Leadership Retreat.

**If a student misses the Spring Leadership Retreat or more than one regular meeting, he/she may lose his/her position on Provincial Leadership.*

What's a PTO?

PTO stands for Provincial Thespian Officer.

The Provincial Thespian Officers Board is made up of a small group of elected and/or appointed students (7-9) from around the Province. They are selected each March and include the following positions:

- PTO Chair (President)
- PTO Vice Chair (Vice President) – Grade 10 Student
- PTO Outreach Manager
- PTO Communications Director
- PTO Encore
- PTO Performance Appreciation/Celebration
- PTO Hospitality
- PTO Tech

PTO's are expected to show strong leadership skills and make a positive impact toward the BC Thespians PTF and advocacy efforts. They will represent the students of BC Thespians and help

make decisions on PTF including themes, t-shirts, opening numbers, student activities, delegation of student responsibilities, and other major decisions.

Eligibility:

A maximum of two students per troupe may be selected to run for one of the PTO positions. How those two students are nominated is entirely up to their Thespian Troupe & Sponsor. However, in order to run a student must meet the following criteria:

- Must be from a school with an active ITS Troupe.
- Must currently be in Grade 10 or 11 at the time of application.
- Their director must support their involvement and must also agree to actively serve on the BC Thespian Adult Board.
- Must be committed to attending a minimum of 2 meetings a year as well as the BC Provincial Thespian Festival.
- Must have participated in leadership training workshop at PTF, as administered by the current PTO Board.

PTO Scholarships & Grants

- There will be an annual PTO Scholarship awarded to a graduating PTO
- Grants covering the cost of PTF festival registration will be reimbursed to PTO students that have completed the PTF Service Punch Card.

Candidate Election Process (2020-2021):

Candidates must submit their application by the appointed deadline.

1. Adult members of the BC Thespians Executive Board will select the 2019-2020 BC Provincial Thespian Officers during the month of March based on information provided in the application.
2. All students who submit an application will be notified by email of the Executive Board's decision. Those selected to serve as a PTO for 2020-2021 will receive further information and instructions, including tentative dates and locations of meetings*.

Important Dates for PTO's

- PTO Applications are available online January 1st 2020
- Mandatory Leadership Training Workshop at PTF February 22nd & 23rd 2020
- PTO Applications due March 1st 2020
- PTO's chosen from Applications by BC Thespians Executive Board: March.
- Spring PTO Retreat (Mandatory training session), May 25th 2020 @ NSS

Roles & Responsibilities -- Adult Chapter Board Member Role:

PTO Coordinator

- Publicize Leadership Workshop at Conference as a pre-requisite for applying
- Post (or distribute) PTO Application
- Compile applications to be reviewed by the Executive Board
- Make recommendations for certain applicants to certain positions
- Notify applicants (either accepted or declined)
- Facilitate “change-over” meetings and conversations between incoming and outgoing PTOs
- Share information and coordinate PTOs who will be attending Leadership Summit (during years when Summit is located in WA State - likely every even-numbered year)
- Coordinate select PTOs attending Executive Board Retreat (Once we start this tradition)
- Plan the PTO Retreat (Mid-Late May) with incoming PTO Chair

Student PTO Role Responsibilities --

PTO Chair (President)

- Supervise and all PTO responsibilities
- Plan meeting agendas
- Communicate between exec board and PTOs
- Outreach to schools in the Province to charter Thespian Troupes and join the PTF

PTO Vice Chair (Vice President) – Grade 10 Student

- Assists the Chair with organizing meetings/ anything they may need
- Acts as Chair in case of absence of Chair
- Serves with the intention of becoming Chair during 2nd year
- Acts as their home school liaison
- Assists with PTO selection process
- Other possible responsibilities might include:

- Helping lead the ITO workshop
- Help with college auditions, ITEA's, Tech Olympics, etc.
- Help PTO Chair & PTO Outreach Coordinator with Provincial Outreach

PTO Outreach Manager

- Come up with a campaign strategy to increase troupe membership and participation at PTF.
- Assist the Chair and Vice Chair in Outreach to schools in the Province to charter Thespian Troupes and join the PTF
- Assist in conference PTO activities
- Design postcard for schools at the beginning of the year

PTO Communications Director

- In charge of introducing the other PTO's on the Instagram account & Facebook
- Make posts on social media to advertise PTF Event and inform students
- Be aware of deadlines and make sure students know when the deadlines are
- Be active on Instagram, Twitter, and Facebook- interacting with troupes and liking posts with the relevant BCThespians hashtags
- Make sure students know they can email or talk to you about any questions they may have.
- Make posts on social media during the PTF event - videos and pictures of events

PTO Encore

- Help coordinate encore activities after mainstages
- Participate in the creation of online posts to send to the PTO Communications Director
- Stay informed on changing schedules, dates, and times at the PTF
- Brainstorm creative activities to enrich the PTF experience for all thespians

PTO Performance Appreciation/Celebration

- Polls thespian troupes and makes a list of all upcoming mainstage productions happening at Troupe sites in BC.
- Sends this info to the PTO Communications Director for publication on our social media platforms.
- Ensures that they, or someone from the PTO board attends the production in sash.
- Ensures that the troupe is contacted after the show with a congratulatory email to the school's principal and drama teacher.

PTO Hospitality

- Create idea for guest artist gift
- Help with campus maps

- Ensure students' comfort!

PTO Tech

- Coordinate with group directors bringing in One Acts
- Be available to help any troupe director or thespian load or unload One Acts or Mainstage
- Help other PTOs with technology needs

All work as a PTO officer is eligible for work experience hours, as required by the BC Ministry of Education through Careers courses: CLE 10 & CLC 11/12.