Leadership Roles

Responsibilities of all E-Board Members

- Lead shows!
- Volunteer for demo trainings.
- Advertise MSU Science Theatre!

Leadership Roles and Responsibilities

- **President**
  - Host general body and leadership meetings
  - Communicate with the university
  - Register as an RSO
  - Work with VP and Event Coordinator to email schools and schedule shows
  - Hold elections
  - Ensure E-board members fulfill their roles
  - Assist other E-board members
- **Vice President**
  - Work with President and Event Coordinator to email schools and schedule shows
  - Assume the responsibilities of the president in the case of a temporary or permanent absence by the president
  - Ensure E-board members fulfill their roles
  - Assist other E-board members
- **Secretary**
  - Ensure access to digital resources:
    - Email:
      - pa.sciencetheatre@msu.edu
      - list.msu.edu
    - [Google Drive](#)
    - Websites:
      - www.sciencetheatre.org
      - pa.msu.edu/science-theatre
      - sciencetheatre.kaedon.net
      - msusciencetheatre.pythonanywhere.com
  - Ensure key and key-card access to the planetarium
  - Maintain the [Wiki](#)
  - Maintain the [Google Drive](#)
  - Maintain the [Constitution](#)

- - Take notes during meetings
  - Assist other E-Board members
- **Event Coordinator**
  - Work with President and VP to email schools and schedule shows
  - Work with Demo Maintenance to host demo trainings
  - Maintain the [List of Shows](#)
  - Maintain the [List of Volunteers](#)
  - Organize leaders for shows
  - Ensure shows go smoothly
- **Treasurer**
  - Submit an annual budget to the university
  - Handle reimbursements
  - Handle donations
- **Demo Maintenance**
  - Maintain the [List of Demos](#)
  - Keep inventory of demo supplies
  - Order new demo supplies
  - Maintain old demos
  - Create new demos
  - Work with Event Coordinator to host demo trainings
  - Maintain safety boxes
  - Ensure safety procedures are followed
- **UP Trip Organizer**
  - Plan the UP Trip
  - Contact Schools for the UP Trip
  - Run the UP Trip
- **Public Relations**
  - Maintain social media accounts:
    - Discord
    - Instagram
    - Youtube
  - Make posters
  - Maintain public websites:
    - www.sciencetheatre.org
    - pa.msu.edu/science-theatre
    - sciencetheatre.kaedon.net
    - msusciencetheatre.pythonanywhere.com

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