



Castle Wall Productions Duties

Presidential Duties

The President of Castle Wall Productions (CWP) is overall responsible for every aspect of the performance troupe, from training, safety, behavior, attendance, scheduling, appearance, and for the professional aspect and quality of CWP. The president is responsible for all after action reviews after each run through and show. The president will be the general mouthpiece for the company and will be the final point of contact (POC) for potential new members and the first face to face POC for any public relations for CWP. The President, as CEO/Owner will be the final deciding vote in all matters dealing with CWP, and will be advised and kept abreast of all activities of CWP members when dealing with CWP issues, events or activities. The president is overall responsible for the newsletter, any publications and website and their contents. The Pres is responsible for enacting disciplinary action with the input of the senior officers (VP, VPO, T/S and HT) and team leads if applicable. President is overall responsible to initiate and monitor phone tree results. The President must meet the highest level of attendance, professionalism and commitment.

Vice Presidential Duties

The Vice President of CWP will support and assist the president in ALL duties and be able to step in to replace the president, if needed, as the temporary CEO of CWP. The VP will, on a regular basis, handle personal (personnel) situations between members, and will be the primary HR liaison, and if needed bring the issues to the Pres. The VP is a primary PR rep for CWP. The VP will monitor practices and all responsibilities of the CWP Team Leads and their members while on CWP tasks. The VP is responsible for the running of CWP shows at events. The VP will be the secondary face to face POC for CWP in all cases when the President is not available. The VP is secondarily responsible for the newsletter, any publications and website and their contents. The VP will have major input on all decisions made for and about CWP. The VP will be instrumental on any disciplinary actions taken on CWP members. VP monitors their half of phone tee. The Vice President must meet the highest level of attendance, professionalism and commitment.

Vice President of Operations Duties

The VP of Ops of CWP is responsible for all aspect of practice and practice etiquette. Safety is the prime concern, as well as work ethic during practice and health issues such as stretches, warm ups and cool downs. The VP of Ops will ensure that all members use their time at practice *to practice*. It is the responsibility of the VP of Ops to report members that are not using that time correctly to the VP and the Pres. The VPO is the primary scheduler for CWP practices. The VPO is responsible for CWP set up at venues and shows and will oversee the CWP Unload/Set Up Teams at such events. The VP of Ops is the tertiary face to face POC for CWP if the President and VP are not available. The VPO is responsible for his portion of the newsletter and web forum. The VP of Ops will have a major input on all decisions involved with CWP. The VP of Ops will be instrumental on any disciplinary actions taken on CWP members. VPO monitors their half of the phone tree. The Vice President of Operations must meet the highest level of attendance, professionalism and commitment.

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Treasurer/Secretary Duties

The treasurer/secretary (T/S) is responsible for all money coming in and going out of CWP. It is the treasurer's responsibility to handle all receipts, bills, bookkeeping for CWP and the actual cash for CWP. The treasurer is responsible for a yearly report of CWP's financial status in November. The T/S will handle all initial paperwork for new entrants. The T/S answers directly to the Pres. of CWP. The secretary is responsible for all minutes, ID cards and copies of the CWP paperwork. The T/S is the fourth face to face POC for CWP. The T/S is responsible for their portion of the newsletter and web forum. The T/S will have a major input on all decisions involved with CWP. The T/S will be instrumental on any disciplinary actions taken on CWP members. The T/S must meet the highest level of attendance, professionalism and commitment.

Training Team Lead Duties

The Lead Trainer of CWP is responsible for all aspect of training and training etiquette; safety is the prime concern. The Lead Trainer will ensure that all members of the training team are trained to the utmost in safety and CWP fight and acting choreography. The Lead Trainer will maintain the training status of all CWP members. The Head Trainer is the fifth face to face POC for CWP if the President, VP, VPO, and T/S. are not available. The LT is responsible for their portion of the newsletter and web forum. The Lead Trainer will have a major input on all decisions involved with CWP. The Lead Trainer will be instrumental on any disciplinary actions taken on CWP members. The Lead Trainer must meet the highest level of attendance, professionalism and commitment.

Team Lead Duties

Each team lead is responsible for maintaining their area of responsibility (team responsibility), and to update the VP on a regular basis (once per week). The team leads are also answerable to the Pres. at all time and the VP, VPO when needed. Each team lead will maintain their team's membership status and schedule regular meetings through out the year for their teams as needed (the minimum is one meeting every quarter or every three months) and maintain contact with their team members. Team leads are responsible for their portion of the newsletter and web forums. The team leads will have input on some major CWP decisions as needed. Support team lead is responsible for their area of the phone tree. The team lead must have a high level of attendance, professionalism and commitment.

Training Team Duties

Those individual that volunteer for the training team will be screened by the senior officers and will answer directly to the lead trainer. The training team is vital to the safe and constant operations of CWP, and is responsible for all new members while on probationary status. Team members must attend meetings, and follow through on their commitment that they volunteered for, for the duration of that season, and maintain contact with their team leads on a regular basis to work out schedules. This team must have a high level of attendance, professionalism and commitment.

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Full Time CWP Member's Duties

Full Time members of CWP will come to practice at the designated time, and use that practice as practice (not social time). Members are responsible to call the VP, if they are unable to show for practice. All members are responsible to be at every practice one month prior to the first show, as these are show run throughs' and are mandatory. Members must realize main shows (standard six) are not an option (special circumstances accepted) and that they are responsible to attend 75% of other shows that CWP obtains. They must attend the venue as CWP members and they must be there at the prescribed time. All full time members must be on a team. Individuals on a team will follow the directions of their team lead, attend meetings, and follow through on their commitment for the duration of that season. CWP team members must maintain contact with their team leads on a regular basis to work out schedules. Members must utilize the phone tree. CWP full time members must have a very good level of attendance, professionalism and commitment.

Swing Shift CWP Member's Duties

Swing Shift members of CWP will come to practice at the designated time, and use that practice as practice (not social time). Members are responsible to call the VP, if they are unable to show for practice. All members are responsible to be at every practice one month prior to the first show as these are show run throughs' and are mandatory. Members must realize main shows (standard six) are not an option (special circumstances accepted) and that they are responsible to attend 50% of other shows that CWP obtains. They must attend the venue as CWP members and they must be there at the prescribed time. All swing shift members must be on a team. Individuals on a team will follow the directions of their team lead, attend meetings, and follow through on their commitment for the duration of that season. CWP Team members must maintain contact with their team leads on a regular basis to work out schedules. Members must utilize the phone tree. Swing shift CWP members must have a good level of attendance, professionalism and commitment.

Aux CWP Member's duties

Auxiliary members of CWP are required to attend one practice prior to run throughs' for administration and costuming purposes. All members are responsible to be at two practices one month prior to the first show, as these are show run throughs' and are mandatory. Members are responsible to call the VP, if they are unable to show for practice. Members must realize main shows (standard six) are not an option (special circumstances accepted) and that they are responsible to attend 25% of other shows that CWP obtains. They must attend the venue as CWP members and they must be there at the prescribed time. All aux. Members must be on a team. Individuals on a team will follow the directions of their team lead, attend meetings, and follow through on their commitment for the duration of that season. CWP Team members must maintain contact with their team leads on a regular basis to work out schedules. Members must utilize the phone tree. Auxiliary CWP members must have a fair level of attendance, professionalism and commitment.

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Extra CWP Member duties

Extra members of CWP are required to attend one practice prior to run throughs' for administration and costuming purposes, at least one run through the month prior to a show and to attend *one* show. Members are responsible to call the VP, if they are unable to show for practice. Members must realize the one main shows (of the standard six) is not an option and that they are responsible to attend 10% of other shows that CWP obtains. They must attend the venue as CWP members and they must be there at the prescribed time. Members must utilize the phone tree. Extra CWP members must have a level of attendance, professionalism and commitment

Reserve CWP Member's duties

Reserve members only have to keep in contact one time per month either electronically or telephonically with a senior CWP officer and let them know their current status, and the possibility of their return to CWP to any of the above status.

Support CWP duties

Support members of CWP will come to practices at the designated time. Members are responsible to call the Pres., if they are unable to show for practice. All members are responsible to be present at least two practices per month and at least one practice one month prior to the first show as these are show run throughs' and are mandatory. Members are responsible to call the Support Team Lead if they are unable to show for practice. Members must realize main shows (standard six) are not an option (special circumstances accepted) and that they are responsible to attend 50% of other shows that CWP obtains. They must attend the venue as CWP members and they must be there at the prescribed time. Members must utilize the phone tree. Support CWP members must have a good level of attendance, professionalism and commitment.