



Job Descriptions

These job descriptions outline the main roles and responsibilities held by committee members. It is not exhaustive and jobs may be added, deleted and changed as necessary.

President

- To act as the public face of the society
- To ensure that other members of the committee fulfil their remits
- To help other committee members to fulfil their remits

Chairman

- Oversee all aspects of the running of the society
- Have overall responsibility for the actions taken by the society and its members acting on behalf of the society
- Chair committee meetings
- Prepare agenda for committee meetings in liaison with the Secretary
- Ensure that the constitution of the society is followed
- Be a spokesperson for the society
- Ensure that every decision made by the management committee is in the best interest of the society
- May chair audition panels
- Ensure all committee members sign up to and comply with the Committee Members' Charter
- Be responsible for ensuring health and safety procedures are followed
- Delegate tasks as appropriate

Vice Chair

- Support and advise the chairman
- Obtain performance rights for productions
- Book suitable venues for productions
- Liaise with rights holders
- Liaise with the production team on behalf of the committee
- Organise the receipt and return of scripts, scores and any other rehearsal materials provided
- Procure perusal material
- Act as the NODA representative
- Contact and liaise with NODA and Rose Bowl committees
- Delegate tasks as appropriate

Secretary

- Maintain accurate records of the Society's business
- Take minutes at committee meetings, and to distribute these minutes to the Committee
- Take minutes at the AGM
- Monitor the society email accounts and respond to messages as appropriate
- Forward suitable information to members
- Prepare agenda and papers for the AGM in collaboration with the rest of the committee, and email to members
- Prepare Secretary's annual report for the AGM
- Arrange and book rehearsal venues and pianists
- Contact mayor to arrange his visit to the show
- Book show tickets on behalf of the society for e.g. Mayor
- Liaise with Clyst St Lawrence to arrange carol service
- Arrange cards/presents to be sent to members (or their spouse) on special occasions
- Send thank you letters etc as appropriate
- Organise President's reception evening at the Northcott including food in liaison with Social Secretary
- Keep life members informed of society's business as and when necessary
- Delegate tasks as appropriate

Treasurer

- Ensure insurance is up to date
- Maintain accurate records of the Society's finances
- Ensure that the Society does not exceed its financial means
- Hold petty cash and the cheque book
- Ensure all bills are paid on time
- Monitor the spending of the production team
- Monitor any spending by the Committee
- Set a budget for productions
- Raise invoices for obtaining monies from advertising
- Present the society's finances for audit annually and provide an annual financial report
- Ensure subscriptions are paid up to date, in liaison with Membership Secretary
- Ensure signatories of accounts are kept up to date

Publicity

- Organise posters and flyers for all shows in plenty of time
- Ensure posters advertising any show are distributed
- Organise committee and cast to take part in publicity days and liaise with council etc
- Ensure that programmes are produced in good time for each show
- Organise t-shirts and dvds for each show
- Apply to local businesses and organisations to obtain money for the Society in return for advertising space in the programme, on posters, and free show tickets

- Ensure advertising adheres to the guidelines provided by the rightsholders of each show
- May have a Sub Committee to help support. If so, must chair any meetings and ensure minutes are taken, adhered to and copies sent to the Officers of the Society. Members of the Sub Committee are chosen by Publicity, with the Management Committees approval, from Members who express an interest at the AGM.

Membership

- Ensure membership contact details are kept up to date and available
- Organise and distribute membership cards
- Accept apologies from cast members who cannot attend rehearsals, and pass these onto the production team
- Ensure a register of cast present is taken at every rehearsal
- Ensure that all cast members have joined the Society through the process of audition
- Ensure all subscriptions are kept up to date in liaison with Treasurer
- Maintain an up-to-date membership list, and distribute it as appropriate
- Ensure a first aider is available for members
- Look after the company during show week
- Delegate tasks as appropriate

Social

- To organise social events throughout the year
- To liaise with other committee members to find suitable venues for social events
- To budget events, set prices, and liaise with treasurer with regard to financing social events
- To liaise with Membership and the Secretary to ensure that the society are kept informed of all social events
- To give details of social events to the Webmaster so that they can be posted on the website, and liaise with the Webmaster regarding this social webpage
- To write a newsletter (usually quarterly) in order to keep membership including life members and patrons up to date with Society information
- May have a sub committee to help support. If so, must chair any meetings and ensure that minutes are taken, adhered to and copies sent to the Officers of the Society. Members of the Sub Committee are chosen by Social, with the Management Committees approval, from Members who express an interest at the AGM

Fundraising

- Raise money, through sponsorship, to help the Society achieve its aims
- Approach local shops and businesses to obtain raffle prizes for shows as necessary
- Investigate and implement new and alternative methods of obtaining sponsorship in order for the Society to sustain and improve itself
- Manage www.easyfundraising.com

- Manage a lotto/raffle during rehearsal periods
- Organise annual carol singing at Princesshay
- May have a Sub Committee to help support. If so, must chair any meetings and ensure minutes are taken, adhered to and copies sent to the Officers of the Society. Members of the Sub Committee are chosen by Fundraising, with the Management Committees approval, from Members who express an interest at the AGM

Webmaster

- Ensure that current news is posted on the website
- Post minutes from committee meetings and AGMs on the website
- Keep the social pages, rehearsal schedules, committee pages, and show photos page up to date
- Moderate Facebook
- Organise the administration of the website, e.g. payment for a domain name, committee email addresses, archiving content etc.
- Liaise with the Secretary regarding the operation of Society email accounts
- Manage Twitter account
- Delegate tasks as appropriate

29th July 2013