

Sedos Management Committee

TERMS OF REFERENCE

The Trustees have determined to set up a Management Committee as a formal sub-committee of the Trustees to be responsible for the day-to-day running of the Charity.

The membership of the Management Committee shall be made up as follows:

Chair: As per the Constitution, the Chair shall be an ex-officio Trustee of the Society
8-10 additional members with a maximum of 12, unless the Trustees determine to increase the size of the Management Committee.

To ensure a separation, Trustees shall not stand for election to the Management Committee and if a member of the Management Committee stands for election to the Trustees, they will be expected to stand-down from the Management Committee. If the Trustees think it appropriate to relax this rule at any time, they may do so.

Election

The members of the Management Committee shall stand for election for 2 year periods, the elections to take place at the same time as elections for Trustees. Members of the CIO shall be given the opportunity to stand for election, in the event that there are 10 or fewer members standing, all shall be deemed elected.

Term

Members of the Committee shall serve 2 year terms. For the first elections, 50% of the committee (drawn by lot) shall have a term of 1 year, so that thereafter, each year 50% of the committee must stand for re-election. There is no restriction on the number of times a committee member may be reelected / reappointed

Co-opt

The Management Committee (with the approval of the Trustees) may co-opt additional Committee Members, generally to a maximum of 12 at any time.

Roles

Only the Chair shall formally stand for election to a post. The other roles shall be determined by the Committee from time to time. If there is no-one elected who is willing to act as the Finance Director, the Trustees and the Management Committee shall identify a suitable person to be co-opted on to the Committee to perform that role.

The initial roles are set out in the Appendix, but may be modified from time to time.

Responsibilities

The Trustees formally delegate to the Management Committee the day-to-day running of the Society. Such matters to include:

- Artistic Policy / Choosing of the season
- Producing the productions
- Maintaining artistic standards

- Administration of Marketing/production/membership activities (and promoting and supporting groups to further these activities)
- To create and administer the current Production, Marketing and Membership groups and to create additional groups as required.
- Setting of production budgets & day-to-day financial management of the Charity
- Proposing an annual budget for the purposes of running the society and putting on productions within which the Management Committee has flexibility to operate including the spending of capital amounts for agreement by the Trustees (who reserve the right to determine the final annual budget)
- Ability to administer Jeremy Lewis funds to an agreed maximum each year
- Front of house / box office and show production generally
- Liaison with the Bridewell Theatre
- Assisting the Trustees with their responsibilities for financial accountability and governance such as policies and procedures

ADOPTED: 13th November 2017

APPENDIX

MANAGEMENT COMMITTEE ROLES

Chair

Finance Director

Administration Director

Production Budget Controller

Committee Member responsible for the Production Group

Committee Member responsible for the Marketing Group

Committee Member responsible for the Membership Group

Committee Member responsible Bridewell and Show Liaison

Committee Member responsible for BHG

Committee Member responsible for IT & Systems