

Proposed Management Committee Roles and Responsibilities

V2: 1 May 2017

Chair of Management Committee

- Chairing management committee and ensuring that the team runs smoothly
- Liaison between Management Committee and the Society Trustees
- Holding the other Management Committee Members to account to ensure that the team is fully functioning

Finance Director

- Preparation of Annual Accounts
- Annual Budget setting
- Monthly reporting / monitoring
- Invoices
- Show accounts
- Book-keeping
- Liaising with the Show Budget Controller & the Trustee with Financial Responsibility
- Membership fees – including liaising with show producers to ensure membership and show fees are paid and ensuring that membership lists are up to date

Administration Director

- Pitch process
- Liaison with rights holders
- Secretary to the Mgt Committee
- Liaison with charity of the year
- Liaison with NODA
- Insurance
- Policies / compliance (to be developed in conjunction with the Trustees)
- Procedure and policy updates
- Risk register
- Management Committee Induction
- Trustee Induction Governance
- Dealing with general admin queries

Show Budget Controller

- Agreeing the show budget with each production team
- Forecasting ticket sales/income + likely expenditure on an annual basis
- Co-ordination of any Jeremy Lewis fund applications
- Liaising with the Finance Director re final budget to ensure Finance Director knows what has been approved
- Dealing with any anticipated areas of overspend / contingency
- Monitoring any anticipated shortfall in ticket sales and revisiting the budget with the team accordingly
- Presenting anticipated budgets to the Management Committee
- Advising on any “special” ticket price requests/issues
- Sponsorship policy (develop in conjunction with the Trustees)

Committee Member Responsible for the Production Group

- Ensuring that the Group meets regularly
- Either Chairing the Group or liaising with the Chair to ensure that the Group's priorities are the same as the Management Committee's priorities
- Acting as interim chair / finding a new Chair in the event of a vacancy
- Ensuring that the group has sufficient members
- Agreeing terms of reference between the Group and the Committee

Committee Member Responsible for Marketing Group

- Ensuring that the Group meets regularly
- Either Chairing the Group or liaising with the Chair to ensure that the Group's priorities are the same as the Management Committee's priorities
- Acting as interim chair / finding a new Chair in the event of a vacancy
- Ensuring that the group has sufficient members
- Agreeing terms of reference between the Group and the Committee

Committee Member Responsible for the Membership Group

- Ensuring that the Group meets regularly
- Either Chairing the Group or liaising with the Chair to ensure that the Group's priorities are the same as the Management Committee's priorities
- Acting as interim chair / finding a new Chair in the event of a vacancy
- Ensuring that the group has sufficient members
- Agreeing terms of reference between the Group and the Committee

Committee Member responsible for show liaison

- Responsible as the co-ordination point between the committee and individual shows via the show liaisons (noting that show liaisons may not be committee members)
- Ensuring that each production has a producer and core team, and assisting the team / the show liaison in filling gaps
- Ensuring each show has a show liaison
- Developing the terms of reference for show liaisons

Committee Member responsible for BHG

- *The actual person / people co-ordinating need not be a committee person, but the responsible committee member is the liaison point between that individual/group and the committee*
- Enhancing Facilities
- HSSE
- Repairs
- Notice Boards
- General Appearance
- Rubbish
- Liaison with Building Management
- BHG Rehearsal room booking (and booking other spaces when BHG unavailable)

Committee Member responsible for Audiences

- *The actual person co-ordinating need not be a committee person, but the responsible committee member is the liaison point between that individual/group and the committee*

Responsibilities:

- Front of House / Box Office
- Premium tickets
- General Recruitment
- Training
- Ensuring sufficient people to cover all performances
- Rostering
- Recognition
- Signage
- Gala nights
- Ticket enquiries / swaps etc
- Improving the audience experience

Committee member responsible for Bridewell liaison

- Regular meetings with the Bridewell team
- Gala nights
- Last night parties
- Ensuring that shows complete necessary forms/provide necessary information to Bridewell
- Monitoring Bridewell cost structure (and additional costs)
- Upgrades/enhancements to the Bridewell
- Bridewell season dates

Committee Member responsible for IT Systems

- *NB – ideally have a member of the society practically responsible, but not necessarily on the committee*
- Box Office
- Membership System
- Finance Systems
- Audition booking
- Wifi @ BHG
- Wifi @ Bridewell (for box office)
- Website hosting
- Domain management
- Email addresses (sedos.co.uk)
- Googledocs etc