

Chair: Georgie Bancroft

To chair all meetings.

To agree the dates for all Committee, General and Extraordinary meetings in liaison with the Hon. Secretary.

To ensure that all the Committee Members are effective in carrying out their duties of office.

To act as spokesperson for the Committee but may not commit the Players to anything that has not been agreed by the Committee.

To ensure that all members conduct themselves according to the Players' Constitution and Code of Practice.

To ensure that any complaints or problems raised by members or non-members are investigated within a reasonable time. The initial response time to be 5 working days, and a conclusion found within 28 working days.

To be the liaison between the Committee and official bodies.

To liaise with the Hon. Secretary and Treasurer, where necessary to deal with any legal or insurance matters.

To ensure membership forms are completed annually. Use this information to maintain an accurate record of all members and patrons.

Honorary Secretary: Judith Foot

To deal with all correspondence for and on behalf of the Players.

To propose dates for Committee, General and Extraordinary meetings to the Chair.

To draw up Agendas for all Committee, General and Extraordinary meetings consulting the Chair as necessary.

To keep the minutes of all meetings including any ad-hoc meetings.

To distribute the minutes of the Committee meeting to Committee Members no later than two weeks prior to the next meeting.

To publish a copy of the agreed minutes from the Committee meetings by email to members.

To liaise with NODA as needed.

To deal with all legal and insurance matters, in liaison where necessary, with the Chair and Treasurer.

To compile a show contact list for the director of each show.

To identify and approach potential sponsors.

To find advertisers for the Programme.

To maintain a record of members' birthdays.

To arrange that birthday or other appropriate cards are sent to members.

To be responsible for child actors and that their rehearsal and shows timings are in line with the CPP.

To coordinate Chaperones.

To collect and record membership, audition and performances fees. (All monies to be handed to the Treasurer on a weekly basis.)

To maintain and update the Display Boards.

To arrange for refreshments to be during provided rehearsals.



To ensure that all the appropriate contracts, licences and Performing Rights agreements have been obtained.

To book rehearsal and meeting rooms as required.

To maintain and interpret the Players' Constitution.

To send, via email, to each member a copy of the Constitution, the Code of Conduct and the Child Protection Policy at the start of the year or when a member joins the Group.

To be responsible for compliance with Data Protection legislation and the Players' Data Protection Policy and Privacy Notice.

To liaise with the lighting and sound technicians during for each show.



Treasurer: Lynn Enever

To deal with all financial matters relating to the Players.

To manage the Players' accounts according to normal accounting practices.

To provide Revenue and Expense Accounts (Profit and Loss) in respect of the following:

- Simplified end of month reports.
- End of Show Report.
- Prepare Annual Accounts by the end of January each year.
- Present audited accounts at the Annual General Meeting.
- Any other financial report requested by the Committee.

To control all debits and credits through a single Bank Account as agreed by the Committee.

To raise cheques as payment for goods or services provided for and on behalf of the Players.

To ensure that all cheques raised have two authorised signatures.

Sales and Marketing: Tony Garwood

To be responsible for the promotion of the Peacehaven Players and their shows.

To draw up, and implement, an agreed marketing plan for each show.

To be responsible for organising the design of the poster for each show.

To maintain social media links.

To maintain the Players' website and liaise with the host company.

To develop relations with the media.

To report to the Committee on ticket sales.

To organise publicity for each show:

- Posters - printing and display.

Social Secretary: Matt Shooman

The Social Secretary may arrange for another person to fulfil these FoH duties on their behalf.

To plan and organise all Social Activities on behalf of the Players.

To plan and organise fund-raising activities on behalf of the Players.

To produce certificates for any children under 16 years of age taking part in a show.

To plan and organise Front of House (FoH) activities for all productions, to include:

- Be responsible for the Health & Safety in both the Auditorium seating area and the Foyer.
- Ensure the correct number of Fire Marshals are present and they properly briefed.

To liaise with the Bank whenever necessary.

To maintain a Petty Cash account that is used for payments of less than £20.00 or an amount agreed by the Committee.

To prepare Financial Budgets for all productions and activities of the Players in conjunction with the Committee.

To report any financial problems to the Committee and members.

To deal with any legal or insurance matters, where necessary in liaison with the Chair and Hon. Secretary.

To identify and apply for grants.

To be responsible for the Show Programme,

To liaise with the printers.

To print new photos for the Display Boards as required.

- Flyers – printing and distribution.
- Press coverage.
- Radio coverage.

To be responsible for the Child Protection Policy (CPP).

To ensure a Risk Assessment is undertaken for each show in conjunction with the Show Director

To organise ticket sales.

To arrange for the Players to participate in local events (e.g. Summer Fairs).



Ensure the correct number of first aiders are present to administer first aid if required.

Organise FoH staff.

The purchasing of all food and beverages (within an agreed budget).

Organise the sale of Show Programmes and selling of raffle tickets.

Liaise with the Treasurer for floats and maintain a daily record of income from all FoH activities.