

## Officers' Duties 2021 - 2022

Last updated: 12/08/21

### 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 the following:

- Any similar organisation
- Peacehaven Town Council
- All third parties

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, the information to include:

- Full name.
- Full address with post code.
- Telephone number
- Email addresses
- Membership start and finish dates.
- Birthdays

To compile and distribute to all Committee members, a members' contact details list.

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

To identify and approach potential sponsors.

To find advertisers for the Programme.



### 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 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.



## 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.

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:*

- Design.
- Printing.
- Adverts.
- Photos.

To liaise with the printers.

To print new photos for the Display Boards as required.

## Members and Patrons Secretary: Mandie Fairhall



To ensure that all members renew their membership annually which will include data protection and photo release consent.

To obtain Committee approval of membership for all new applications.

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

To organise recruitment initiatives.

To ensure all membership, audition and performance fees are paid and report to the Committee if a members fails to pay.

To maintain a record of members' birthdays.

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

To ensure that any member's complaints are passed on to the Committee.

To notify the Show Director and Committee of members who have a poor rehearsal attendance record.

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

To coordinate Chaperones.

## **Social Secretary: Matt Shooman**



To arrange for refreshments to be during provided rehearsals.

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.
- 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.

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

## **Technical Co-ordinator: Michele Harden**



To be responsible for health and safety backstage.

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

To co-ordinate the set design and it's building to the Show Director's requirements for each production.

To ensuring that there are sufficient supplies of paint, wood etc. to produce the agreed set.

To authorise all agreed expenditure in respect of paint, wood etc.

To liaise with the lighting and sound technicians during show week.

To arrange for and co-ordinate all personnel for backstage for show week.

To liaise with the Stage Manager (if not undertaking the role themselves.)

To organise and arrange the maintenance of all existing backdrops, flats, and scenery.

## **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 (currently Facebook, Twitter, Instagram, YouTube and Goggle Business).

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

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

To organise ticket sales:

- Via Ticketsource
- On the Door
- PTC & TTC
- Groups

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



## **Publicity:**

### ***This position is currently vacant.***

The responsibilities have been taken on by other Committee members.

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## **Member without Portfolio:**

### **Sarah Jones**



To assist other Members of the Committee wherever and whenever needed.

## **Shared Responsibility**

*Responsibility for the Display Banners for each show.*

*To maintain and update the Display Boards.*

Will decided show by show.