



CHAIRMAN

Roles and Responsibilities

Chairman's Production Admin prior to handing over to Coordinator

- Liaise with Directors & Musical Directors re future shows, hold discussions with them as and when needed
- Liaise with Directors and Musical Directors regarding fees, offers of shows and expectations as agreed with the executive committee
- Liaise with Young Gen regarding dates for rehearsals/bookings of HQ
- Check the Rehearsal Schedule and Audition pieces from the Director, and arrange typing, including Audition form
- Arrange the date of the audition and the panel (as agreed in advance by the Committee)
- Arrange early auditions and sort out any issues before auditions –need to try and avoid these
- Organise Audition dances if required with production team and what is required
- Arrange pianist and readers in for auditions, who is collecting show fees and membership, who is on the door, lunch and meeting new members
- Be on the audition panel when needed, and coordinate timing of cast announcement
- Coordinate advertising for uncast roles and extra cast when need be
- Collate audition forms for the Membership Secretary to resolve any Membership issues and ensure all forms are given to the Production Assistant

CHAIRMAN

- Chair monthly Committee Meetings
- Support Committee Members in their roles and assist with tasks when needed
- Maintain relationship with President of the Society & open communication
- Promote the society and actively welcome new members /potential new members
- Deal with issues that arise within the society, including adherence of all members, staff and helpers to the Code of Conduct and Safeguarding Policies
- Maintain an effective relationship with Young Gen and liaise with them on a regular basis when needed
- Support the Secretary of the Society with bookings with the Civic Theatre if needed
- Attend NODA East Conference & AGM, whether we are nominated or not.
- Be a keyholder of the HQ and open up, lock up when needed
- Chair future Show meetings with Committee members
- Deliver annual report at Annual General Meeting each year

January 2020