



## **ROLES AND RESPONSIBILITIES OF COMMITTEE POSITIONS**

### **Chairperson**

The most important role of the chairperson is to provide strong leadership and promote the ethos of the company. They also act as a key member of the with the production team, representing society matters and any committee business from the committee.

- Oversee the work of the committee and set out the society's agenda for the year.
- Chair the monthly meeting of the committee.
- Chair the AGM.
- Prepare an Agenda for each committee meeting and the Annual General Meeting in collaboration with the rest of the committee.
- Ensure that all production posts are filled.
- Oversee auditions for new shows
- Book and regularly liaise with venues for productions
- Make all committee announcements to the Society during rehearsals
- Help other committee members to fulfil their remits
- Advise management committee of current ticket sales
- Recommend and oversee the distribution of complimentary tickets.
- Ensure all issues and ideas raised in meetings are addressed and dealt with as promptly as possible.
- Take the lead in filling any vacancies left by long-term incapacity or resignation of any other committee member.
- To liaise with Director with regard to props and costumes for productions

***The Chairperson shall be a signatory on the society's bank account.***