



BMS GENERAL MANAGEMENT COMMITTEE

Vice-Chairperson

The Vice Chairperson will primarily act as a support to the chairperson

- To chair meetings in the chairpersons absence
- Organise audition for shows inc liaison with Director/MD as to parts to be auditioned, ensure audition packs are available, informing people of audition times etc.
- Responsible for room bookings for rehearsals in liaison with the chairperson.
- Producing and disseminating rehearsal schedule in consultation with Director and Musical Director
- To accept apologies from cast members who cannot attend rehearsals, and pass these onto the production team
- If children are in show – organising relevant changing facilities and chaperones.
- Act as contact and make arrangements for annual fundraising events e.g. concerts.
- Note attendance of cast present at every rehearsal and deal with any attendance issues
- Responsible for the internal communications of the society.

- ative, AIMS Adjudicator. etc.