



CHAIRMAN

Roles and Responsibilities

- Liaise with Directors & Musical Directors re future shows, hold discussions with them as and when needed as agreed with the executive committee. Agree offers of shows, fees and expectations as agreed with the executive committee
- Book licenses for shows, costume hire & scenery hire after discussion with relevant production people. Arrange payment via Treasurer
- Organise the audition panel, deciding on Audition Chairman and give support where needed. Ensure audition guidelines have been adhered to
- Liaise with Young Gen regarding dates for rehearsals/bookings of HQ
- Ensure libs/scores are sourced and priced for distribution to cast each show and the return of them
- 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 & lock up when needed
- Chair future Show meetings with Committee members
- Deliver annual report at Annual General Meeting each year