



Committee Roles and Key Responsibilities

Introduction - ALL COMMITTEE MEMBERS

Whilst the theatre is a not-for-profit organisation, run by volunteers, to succeed it must be run as a business and, as such, the theatre expects full commitment from the “Management Committee” team.

Whether a committee member has a ‘portfolio’ or not, there are essential duties and responsibilities as with all officers of the Club. The committee member should –

- Be committed to the role you have taken on, offering ideas & initiatives to help develop the Theatre, its processes & practices.
- Attend all committee meetings (generally held on the 2nd Wednesday of each month)
- Offer apologies to the Secretary, in a timely manner, if unable to attend.
- Support office bearers individually or collectively.
- Assist in all aspect of running the theatre e.g. Front of House, Stage crew, etc
- Support all productions by attending, or being involved, offering assistance whenever/wherever possible.

Position	Key responsibilities	Responsibilities under the Repertory’s 5-year Business Plan (see footnote)
President	<p>The President has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in the Rules of Association.</p> <p>It is the duty of the President to consult with the Secretary regarding the business to be conducted at each committee meeting and general meeting.</p> <p>Act as the spokesperson for the Repertory.</p> <p>Maintain key relationships within and outside of the Repertory</p> <p>Strengthen relationships with the community</p> <p>Develop and implement policies and procedures</p> <p>Provide leadership and direction to the Committee</p> <p>Have a thorough knowledge of the club’s Rules of Association, policies and procedures</p> <p>Monitor the club mobile phone and respond to enquiries</p>	<p>Goal 1: Theatre Utilisation - Do more with the Theatre by expanding its use.</p> <p>Goal 5: Strengthen relationship with City & community. Engage with Community Youth Officers & Community Development Officer</p> <p>Goal 8: Information analysis. Develop and implement policies and procedures.</p>
Vice President	Assist the President to fulfill his/her responsibilities for the governance and success of the Repertory.	Goal 4: Strengthen relationships with schools

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	<p>Work with the President to help him/her understand concerns and alternative points of view within the Repertory.</p> <p>In the event of the President being unable to fulfill his/her duties to step into that role.</p>	and other theatre organisations.
Secretary	<p>Primary communication & administration officer of the Committee and provides the links between the Committee, members and outside agencies.</p> <p>Consults with the President regarding the business to be conducted at each committee meeting and general meetings.</p> <p>Preparing the notices required for meetings and for the business to be conducted at meetings.</p> <p>Maintaining, on behalf of the Repertory Association, an up-to-date copy of the "Rules" (Constitution) as required under Section 35(1) of the Act.</p> <p>Maintaining full and accurate minutes of committee meetings and general meetings and maintaining, controlling and retaining updated and current Repertory publications and documentation, as applicable to the Repertory Association.</p>	<p>Goal 2: Improve skills</p> <p>Goal 8: Information analysis</p>
Treasurer	<p>Ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name.</p> <p>Ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee.</p> <p>Ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time.</p> <p>Ensuring that the Association complies with the relevant requirements of Part 5 of the Act.</p> <p>Ensuring the safe custody of the Association's financial records, financial statements, and financial reports, as applicable to the Association.</p> <p>Coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting.</p>	

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	<p>Providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act.</p> <p>Applying for performing rights and ensuring the performing licence is paid and adhered to.</p> <p>Liaising with City of Wanneroo and insurance companies to ensure that the building, public liability & contents insurance is adequate and up to date.</p>	
Committee Member	Although without a specific portfolio, this member of the committee will act in various roles assisting other members where appropriate (see introduction).	

Non committee positions	Key responsibilities	
Lighting Team	<p>Individual or team to maintain & make changes to the lighting equipment.</p> <p>Equipment:</p> <ul style="list-style-type: none"> • Stage Lights • Cables • Dimmers • Lighting desk • Effects systems (foggers, mirror ball) • Video Projectors <p>Make necessary changes & suggest improvements to the technical manager.</p> <p>Assist where possible to run the Lighting desk during shows</p>	Responsible to - Technical Manager
Sound Team	<p>Individual or team to maintain & make changes to the sound equipment.</p> <p>Equipment:</p> <ul style="list-style-type: none"> • Microphones • Cables • Speakers • Amps • Audio Desk • Radios • CD decks <p>Make necessary changes & suggest improvements to the technical manager.</p> <p>Assist where possible to run the Audio desk during shows</p>	Responsible to - Technical Manager
Front of House Manager	Maintains the bar and tea/coffee stocks as demand indicates without being in an overstocked position. Purchases stock.	

	<p>Ensures Licensing Board requirements are met Establish and adhere to front-of-house uniform and décor.</p> <p>Liaise with Volunteer Co-ordinator regarding rostering of volunteers.</p>	
Wardrobe Manager	Safe keeping of all items of clothing, wigs, accessories, make-up, and an inventory of all items in this definition. Assist and liaise with directors in sourcing production requirements.	
Properties Manager	Storage, issue and return of all stage properties, furniture and soft furnishings and an inventory of all items in this definition. Assist and liaise with directors in sourcing production requirements.	
Webmaster	<p>Provide technical advice and support for the Repertory's website and email systems.</p> <p>Update the website as requested.</p>	
Archive Co-ordinator	<p>Collate data for each production including photos, programme, promotional data, video footage and save to central location.</p> <p>Determine, identify and label each person in photos etc Scan and preserve data from all productions back to start of club performances.</p> <p>Liaise with patrons, members and outside organisations to acquire data etc relating to the club and productions it has performed.</p> <p>Determine method and systems to allow access to interested persons to archived material.</p> <p>Liaise with committee with progress Identify areas that may require expenditure of club funds to enable accurate completion of work.</p>	
Technical Manager	<p>Manage the Sound & lighting Teams.</p> <p>Ensure all equipment is properly maintained and accounted for.</p> <p>Where requests are made for improvements ensure their viability and put proposals to the committee for approval.</p> <p>Manage any other aspects of the theatre deemed to be of technical nature such as video and tv systems.</p>	Goal 3: Update Technology (lighting, sound) and other key components
Publicity Coordinator (Marketing)	<p>Develop & publish media material for productions</p> <p>Co-ordinate publicity & marketing with other members of the marketing team: social media co-ordinator, webmaster and TAZtix (Box Office).</p> <p>Liaise with the Director, Graphic Designer & Treasurer to ensure posters & programmes are prepared in a timely manner and iaw licence agreements.</p>	Goal 6: Improve Marketing. Improve social media presence Broaden patron demographic.

	<p>Liaise with the Director for publicity shots to be taken at rehearsals and disseminated through the marketing team.</p> <p>Develop and distribute regular newsletters to members via Mailchimp.</p> <p>Develop and distribute regular promotional material to our patrons.</p> <p>Liaise with the Webmaster to ensure that the website is current, e.g. requests for submissions, audition notices & production information.</p> <p>Manage the visual display on the Foyer TV.</p> <p>Provide relevant promotional material to radio stations with community service announcement services.</p> <p>Identify new marketing and publicity opportunities.</p>	
Volunteer Coordinator	<p>Recruit new members and drive the volunteer management program.</p> <p>Liaise with Membership Officer.</p> <p>Organise the roster for Front of House volunteers.</p>	<p>Goal 2 Improve skills. Develop and implement training plan for all volunteers.</p> <p>Goal 7 Volunteers – increase participation, provide value and reward for volunteers.</p>
Theatre Maintenance Manager	<p>Responsible for the maintenance, cleaning and security of the Theatre, to action maintenance either himself/ herself or by outside Contractors, following quotes where necessary.</p> <p>Ensure that the Theatre building is maintained in a neat, tidy, safe and operational condition.</p> <p>Regularly monitor entries the “Maintenance Book” and act, accordingly.</p>	
Social Media coordinator	<p>Responsible for coordinating publicity across a range of social medias (Facebook, Instagram, Twitter), overseeing those posting on behalf of the committee, to showcase the theatre, announce shows/tickets, and provide followers real time and regular updates of theatre events.</p>	
Production Co-Ordinator	<p>Will have the following responsibilities:</p> <ol style="list-style-type: none"> 1. Manage process for submissions to direct a production for each season, including: <ol style="list-style-type: none"> a. Receive submissions from prospective directors b. Send to reading committee c. Ensure response from each member of reading committee d. Collate responses for each submission e. Determine suitable program of productions for the season f. Provide report to committee of all responses and recommendations 2. Following approval of productions for a season 	

	<ul style="list-style-type: none"> a. Liaise with Secretary to correspond with each director and advise on acceptance or rejection of submission b. Liaise with Treasurer to submit applications for rights to perform each production c. Liaise with Poster Designer and Director to create a poster for each production d. Organise Season Launch gathering in the theatre during October 3. During the season liaise with each Committee Liaison Officer for a production: <ul style="list-style-type: none"> a. Be first Contact for the CLO and provide assistance as required b. To liaise with Director and marketing / publicity team regarding auditions / reading dates / times / locations c. Liaise with CLO and Director to ensure marketing requirements are provided in a timely manner to ensure proper marketing of the production 4. Keep committee notified on progress of rehearsals, marketing and other matters about each production 	
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Footnote:

The Repertory's 5-year Business Plan can be downloaded from the Limelight website – see page <http://www.limelighttheatre.com.au/about/strategic-business-plan/> for latest copy.