

The Mendip Players - Duties of the Management Committee

1. CHAIRPERSON

- a) Should be familiar with the Constitution, Rules and Policies of the Society.
- b) Shall be responsible for the scheduling and conduct of all meetings in the Society (Social Committee meetings excepted).
- c) Will at all times act as spokesperson for the Management Committee but must not commit the Society to anything that has not been approved by that Committee.
- d) Shall be responsible for the functioning of the organisation by:
 - (i) observing that officials are carrying out the duties approved by the Management Committee
 - (ii) being sure that any complaints from members are investigated
 - (iii) preparing the agenda for each meeting.
- e) In the event of this official not being able to attend a meeting, she/he must inform the Vice-Chairperson of any matters that will require consideration.

2. VICE-CHAIRPERSON

- a) Should be familiar with the Constitution, Rules and Policies of the Society.
- b) Shall be available to assist the Chairperson, in the organisation of any function approved by the Management Committee.
- c) Shall fulfil any of the duties of the Chairperson, in the event of this official not being available.

3. SECRETARY

- a) Should be familiar with the Constitution, Rules and Policies of the Society.
- b) Shall be responsible for all communications sent on behalf of the Management Committee but shall not commit the Society in any way without the Committee's approval.
- c) Shall, for all meetings, arrange that, in line with Standing Orders:
 - (i) the room is available
 - (ii) any information required for an item on the agenda is available
 - (iii) all members of the Committee are notified
 - (iv) for the monthly Committee meeting, invite any person required for a particular item on the agenda, who is not a member of the Committee.
- d) Bring to the notice of the Committee items of interest in the NODA National and Regional News.
- e) In the absence of the Minute Secretary, shall take the minutes of the meeting.
- f) Shall notify any official/s of the Society of a Committee decision concerning him/her, made at a meeting which that official did not attend.
- g) Shall regularly attend rehearsals of the Society, so that current business of the organisation can be dealt with.
- h) Shall ensure that the notice board information in regard to appointments, casting notice etc., is up to date.

- i) In the event of this official being unable to attend a meeting, he/she must inform the Minute Secretary of any items for consideration, and check with that person after the meeting for any items that will require attention.
- j) In the event of any new, or changed, officials in the Society, be sure that the individual appointed has been informed of their duties.

4. TREASURER

- a) Shall be responsible for maintaining in good order the finances of the Society, as specified in the Constitution and Rules.
- b) Shall submit quarterly reports of the Society's financial position to the Management Committee.
- c) In the event of there being no Membership Secretary available, subscriptions and other collections shall be taken by this official.
- d) Must prepare the Statement of Accounts for audit, as soon as possible after the end of the financial year.

5. MINUTE SECRETARY (OR ASSISTANT SECRETARY)

- a) Shall take the minutes of the Management Committee and General meetings (Annual and Extraordinary), and from these minutes be responsible for the notification (through the Secretary) of persons concerned with items in the minutes, who do not attend the meetings.
- b) Shall post a copy of the minutes in the room during rehearsals, for at least two meetings after their signature.
- c) Shall assist the Secretary or Membership Secretary if required.