

STEWKLEY PLAYERS – DUTIES OF COMMITTEE OFFICERS

Chairman and Vice Chairman

In addition to the normal duties of the office, responsibilities as follows:-

- Maintain Chairman's file and pass to successor
- Keep Players' keys to the Village Hall and loft (not to be passed to groups or individuals outside the Players or for use on non-Players' business)
- Ensure members are kept informed of meetings and events via the Membership Secretary. This includes posting reminders for Settling Up meetings during play production week.
- Agree dates of meetings
- To act as Junior Safeguarding Officer on behalf of the group
- Hold Junior Members File

Treasurer

- Maintain accounts of the group
- Receive all monies
- Transfer funds to and from deposit account when deemed advisable
- Obtain invoices for any monies paid, petty cash voucher if no receipt, to be kept for 5 years
- Complete and maintain production costs sheets for each production. Items purchased for general/long term use should be set against a general fund and not against a particular production
- Provide financial reports at meetings
- Prepare accounts and arrange for them to be audited
- Ensure required number of bank account signatories is maintained
- Pay for current PPL (Phonographic Performance Limited) Licence
- Ensure insurance is up to date

Secretary

- Take minutes of meetings, writing/typing them up and presenting them at the next meeting, distributing committee meeting minutes
- Inform committee of meetings
- Draft agendas for meetings
- Receive and write correspondence
- Bring correspondence to the attention of the committee
- Update and issue job descriptions to officers at each AGM and to Producer and Appointments for each production
- Annually update the committee signatures on the Junior Members Safeguarding Policy
- Inform each Producer of the Junior Members Safeguarding Policy and remind the Producer of their responsibility to complete the appropriate form from AVDC if a Junior Member is appearing on stage
- Inform School of performance dates, obtain code for car park, and pass on to FoH and Producer

Membership Secretary

- Collect subscriptions and pass to Treasurer
- Maintain up to date membership list
- Either phone or visit members not paid up to see if they wish to re-join
- Inform Stewkley Players' members of rehearsal, performance, meeting and social dates by email or other means
- To be responsible for collating membership forms and parental consent forms
- Present potential new members with a Welcome Pack including a joining form

Village Hall Representative

This position is to be filled by a member of the elected committee and should be chosen at the first committee meeting after the AGM.

- Book Village Hall one year in advance for meetings and productions
- Attend Village Hall committee meetings and report back to the committee
- Liaise between Stewkley Players and the Village Hall Committee when necessary
- Place productions dates on Stewkley Events Diary once Village Hall booked and confirmed.