

# WODS Committee Roles & Responsibilities

## Change Log

Version	Changes	Approved
1	Initial version	07/01/2015
2	Changes agreed at 2022 AGM	Feb 2022
3	<ul style="list-style-type: none"> <li>– Content Creator Role added to Sub-Committee.</li> <li>– Vice-President Role removed from Sub-Committee.</li> <li>– Spectrum Liaison Role moved from Executive to Sub-Committee.</li> </ul>	24/02/2023
4	<ul style="list-style-type: none"> <li>– Added 'working hours' to each role</li> <li>– Added production contract responsibility to 'Production Liaison' role</li> <li>– 'IT Manager' role was called 'Webmaster', and responsibilities reviewed.</li> <li>– 'Secretary' and 'Spectrum Liaison' role now responsible for booking rehearsal venues.</li> <li>– Minor other role updates.</li> </ul>	15/01/2024

*The WODS committee members are split into two groups: (1) The Executive Committee, (2) The Sub-Committee. All members are welcome to attend committee meetings and give their views on topics discussed, however only executive committee members may vote.*

Note: *The executive committee members are also Trustees of the society; their details will be passed to the Charity Commission.*

Executive Committee Roles	Sub-Committee Roles
1. President	1. Spectrum Liaison
2. Chairperson	2. Programme Officer
3. Vice-Chairperson	3. Librarian
4. Secretary	4. Front of House Manager
5. Treasurer*	5. Safeguarding Officer*
6. Publicity & Fundraising Officer	6. Health and Safety Officer*
7. Members Secretary	7. Welfare Officer*
8. Production Liaison	8. Social Secretary
9. Marketing Officer	9. Technical Advisor*
	10. IT Manager*
	11. Content Creator

A person may have multiple roles on the committee as a whole, as long as these are not two roles on the executive committee list – the workload will be too much!

All committee members are expected to attend monthly committee meetings, or give feedback relevant to their responsibility if unable to make the meeting.

The roles marked with a “\*” require specific role competence, and as such nominees will be vetted by the committee when applying to join the committee.

## **Executive Committee Roles**

### **1. President**

This role is estimated to require 2 hours of support per month.

- To represent and promote 'WODS Musical Theatre Company' and 'Spectrum Musical Theatre' outside the Society.
- To attend the Society's Annual General Meeting (AGM), committee meetings, rehearsals and events, when possible.
- To support the Society's Committee Members, the Society's Members and Members of Spectrum.
- To attend any other outside meetings relevant to the society, if requested.
- To attend and host dignitaries at Civic Nights during the run of Society Shows, when possible.

### **2. Chairperson**

This role is estimated to require 8 hours of support per month.

- To chair all Committee Meetings within the society.
- To attend any other outside meeting relevant to the society if required.
- To ensure the smooth running of all aspects of the society's shows.
- To attend production meetings when required.
- To chase up committee members and help with outstanding tasks.
- To investigate any complaints from members.
- To notify any official of the society of a committee decision concerning them, made at a meeting which that official did not attend.
- To conduct their responsibilities as defined by specific policies.

### **3. Vice-Chairperson**

This role is estimated to require 8 hours of support per month.

- To chair all committee meetings within the society when the Chairperson is unavailable.
- To ensure the smooth running of all aspects of the society's shows.
- To attend production meetings when required if and when the Chairperson is unavailable.
- To obtain licences for the society's shows in good time and request permission for recording.
- To book agreed venues for the society's shows.
- To support the Chairperson in all aspects of their responsibilities and ensure their tasks are completed in their absence.

#### **4. Secretary**

This role is estimated to require 7 hours of support per month.

- To prepare and circulate the minutes as promptly as possible of all main committee meetings, and AGM's.
- To prepare agendas for all committee meetings and AGM's in good time prior to next meetings.
- To deal with and keep a record of all correspondence on behalf of the society.
- To invite our President, Vice-Presidents, and Life Members to any relevant events or meetings, including the AGM.
- To be familiar with the constitution and policies relevant to the society.
- To book halls for extra rehearsals and arrange payment with the Treasurer (or liaise with relevant persons to make bookings).
- To invite NODA and SFD and complete relevant forms and payment to every WODS production in good time and liaise with the Librarian to obtain scores for the SFD representative.
- To liaise with NODA and arrange presentation of medals at relevant events.
- To ensure that VIPs are invited to the shows as early as possible and to liaise with the Front of House Officer.
- To ensure the availability of complimentary tickets for any invited guests including NODA and SFD representatives.
- To co-ordinate the booking of rehearsal or event venues.

#### **5. Treasurer**

This role is estimated to require 12 hours of support per month.

- To keep and maintain an accurate record of the society's financial status.
- To be responsible for receiving and recording money generated by the society.
- To be responsible for the payment of all agreed and bona fide debts incurred by the society.
- To prepare budgets for the society's various shows and events.
- To obtain any insurance on behalf of the society.
- To pay society expenses where appropriate.
- To prepare financial reports for all committee meetings and the AGM.
- To research avenues of financial assistance to keep the society going.
- To maintain the trustee list on the Charity Commission website.
- To obtain gift aid on behalf of the society.
- To complete the trustee annual report.
- To organise a raffle, including prizes, tickets and float for all society shows (working with Front of House Officer).

#### **6. Publicity and Fundraising Officer**

This role is estimated to require 8 hours of support per month, increasing when organising fundraising events.

- To form a sub-committee and delegate publicity tasks, working within an agreed budget.
- To organise the production of flyers, posters and banners.
- To regularly post on social media platforms following the marketing strategy.
- To create t-shirts and hoodies to advertise shows.
- To work in connection with the Marketing Officer and Social Secretary.
- To arrange distribution of flyers and posters in the Weston area.
- To submit promotional editorial to the local press.
- To work alongside the production team to arrange press/programme photographs.
- To help raise funds through social events within the society.
- To arrange any fundraising events.

## **7. Members Secretary**

This role is estimated to require 8 hours of support per month.

- To be responsible for collecting all subscriptions from all active members.
- To ensure a register is kept at all company rehearsals.
- To be familiar with the appropriate rules concerning membership and subscriptions.
- To record holiday dates for the register.
- To keep records of members birthdays.
- To welcome new members and arrange auditions into the society, organising the audition panel consisting of 3 members of the committee and current Musical Director (MD).
- To collect 'show fees' at rehearsals and to inform all involved in each show the costs involved (to cover hall hire fees, thank you presents and show insurance) prior to the start of each rehearsal.
- To maintain an up-to-date list of addresses, phone numbers and e-mail for all members of the society.
- To be responsible for contacting members to inform them of the next show date, auditions etc.
- To contact members who have missed rehearsals (missing more than 3 rehearsals consecutively can require further discussion with the committee and production team and possible dismissal from the show).

## **8. Production Liaison**

This role is estimated to require 10 hours of support per month.

- To provide the link between the production team and committee and to feedback to both as required.
- To ensure a smooth running of any show and work closely with the Director(s), MD, Choreographer(s), and Chairperson.
- To arrange the signing of the Director(s), MD, Choreographer(s), or other production team member contracts with support from the Secretary.

## **9. Marketing Officer**

This role is estimated to require 12 hours of support per month.

- To generally promote ticket sales within the society.
- To create marketing strategies for all shows so that we are appealing with our best target audience and report ticket sales to the society and production team.
- To set up effective paid Facebook & Instagram campaigns to reach a wider audience and get the best response from social media advertising.
- Liaise with the production team regarding marketing tactics.
- To work alongside Publicity Officer to keep a constant algorithm across social media.
- To work effectively in conjunction with the Publicity and Fundraising Officer.
- To liaise with each show venue to ensure maximum promotion of the society's shows.
- To manage the responsibility and output of the Content Creator.

## **Sub-Committee Roles**

### **1. Spectrum Liaison**

This role is estimated to require 2 hours of support per month.

- To attend committee meetings and provide feedback on Spectrum's productions.
- To report any matters of interest or concern.
- To promote support within the main society.
- To give feedback at the AGM.
- To book the rehearsal and production venues for Spectrum shows.

### **2. Programme Officer**

This role is estimated to require 4 hours of support per month.

- To create, collate, edit and arrange for the printing of the programmes for each of the society's shows within a set budget and feedback timeframe, with assistance from the Production Team as required.
- To obtain a full list of the cast, backstage and all relevant persons involved in each of the society's shows, including patrons life members, for the show programmes.
- To liaise with the publicity sub-committee for information, photographs etc.
- To arrange for Front of House to have their supply of programmes for each show.
- To maximise revenue for the society through advertising in each show programme.

### **3. Front of House Manager**

This role is estimated to require 3 hours of support per month.

- To organise a team for each of the society's shows, keeping a list of volunteers with contact details.
- To liaise with each show producer on any promotional ideas for Front of House.
- To delegate jobs within the Front of House team, e.g. raffle, programmes etc.
- To obtain programmes from the programme officer for each show.
- To liaise with treasure for float for each show.
- To keep detailed records of sales, broken down to individual nights, and separate sales of programmes and raffles.
- To liaise with secretary and vice chair in arranging hospitality for visiting VIPs on any night of the society's shows.

### **4. Librarian**

This role is estimated to require 2 hours of support per month.

- To be responsible for ordering copies of librettos and scores from relevant sources well in advance of the planned shows.
- To distribute copies of librettos and scores and maintain a record of borrowers for each show.
- To retrieve ALL copies of librettos and scores.
- To ensure all copies of librettos and scores are returned to their sources on time and in good condition.
- To make every effort to find any 'lost' copies of librettos and scores.
- In the event of 'lost' libretto and or score to fine member the cost of replacement.
- To send for separate orchestra scores 4 weeks before the society's show, liaising with MD.

## 5. Safeguarding Officer

This role is estimated to require 5 hours of support per month.

- To ensure the safety of all members of the society, especially those under the age of 18 or vulnerable adults.
- To ensure all procedures are in place for the protection of society members following North Somerset Regulations.
- To report any incidents when raised by society members.
- To update and maintain the Child & Vulnerable Adults Protection policy.
- To ensure model release forms and chaperone licences are obtained when required.

## 6. Health and Safety Officer

This role is estimated to require 5 hours of support per month.

- Originate, periodically review, and maintain all risk assessments for the society, ensuring compliance to latest Health and Safety Executive guidance, regulations and Accepted Code Of Practice (ACOP).
- Work with the Technical Advisor and Production Team to create venue specific risk assessments.
- Ensure a sufficient number of members of the society are First Aid qualified.
- Manage and maintain a sufficient First Aid Kit for the society which should be present at rehearsals and productions.
- To update and maintain the Health and Safety Policy.

## 7. Welfare Officer

This role is estimated to require 10 hours of support per month.

- Promote safeguarding within the society and work with others to ensure a safe and inclusive environment is achieved. This can include offering to help practically and emotionally.

## 8. Social Secretary

This role is estimated to require 8 hours of support per month.

- To form a sub-committee of helpers.
- To help raise funds through social events within the society.
- To arrange group outings to other shows.
- To arrange any fundraising events.
- To arrange the Society's annual dinner and dance including:
  - Inviting VIPs, all society members and life members.
  - Booking the venue.
  - Choosing the menu.
  - Booking entertainment.
  - Printing tickets.
  - Promoting and selling tickets.
- To arrange the After Show Party including:
  - Inviting all the cast and everyone involved in the show.
  - Booking the venue.
  - Arranging the food.

## 9. Technical Advisor

This role is estimated to require 4 hours of support per month, increasing in the run up to show week.

- To work with the production team to advise on all technical aspects of a show (including attending production meetings).
- To work with the Vice-Chairperson to book scenery and/or props from external hire companies.
- To arrange the hire of any additional staging required for a production; e.g. scaffolding, truss, treads, steeldeck, litedeck etc.
- To arrange the hire or purchase of any special effects required for a production; e.g. projection, gobos, low smoke, pyrotechnics, confetti cannon etc.
- Meet with the venue's technical team to discuss the forthcoming production; this will include:
  - Additional theatre equipment required: cloths, gauzes, flying cables, lighting, follow spots, haze machine etc. Any additional fees should be fed back to the committee.
  - Supply the venue with set plans and a hanging/flying plot, prior to the get-in date.
  - Arrange a date for them to watch a run through of the show (normally the week before the production) – this is to assist with the lighting plot.
- To arrange and book sound and lighting technicians for the production – quotes should be forwarded to the committee for approval.
- To complete any risk assessments required by the venue for the production, with assistance from the Health and Safety Officer and Production Team as required.
- To be part of the get-in/get-out crew; i.e. to help with the build and dismantle of the set.
- Management and upkeep of WODS' technical assets (includes Radio Mics, Video Equipment, etc.).

## 10. IT Manager

This role is estimated to require 10 hours of support per month.

- To publish and manage content of the public facing website with assistance from the Marketing Officer.
- To administer the technical communication platform for the committee and society members (email, messaging, file sharing).
- To administer the 'members only' website with assistance from the Members Secretary.
- To ensure that messages sent via the website are responded to with assistance from the Secretary
- To monitor traffic through the site.
- To secure the website and server.
- To keep up to date skills and technology.
- To promote the website to the society and general public.
- To ensure publicity for the society and its shows on relevant websites.
- To work with the Members Secretary to ensure all enquiries in joining the society are dealt with appropriately.



## **11. Content Creator**

This role is estimated to require 4 hours of support per month, increasing in the run up to a production.

Definition of content marketing: a type of marketing that involves the creation and sharing of online material (such as videos, blogs, and social media posts, over a range of platforms to increase brand awareness and engagement).

- To work under the Marketing Officer to help produce content the whole year round on the main platforms that are in the marketing strategy. Content should be sent to the Marketing Officer for them to schedule and post and to only post if instructed to do so by the Marketing Officer.
- To attend a meeting with the Marketing Officer and production team for each show to clarify the marketing strategy and what is required.
- To work in alignment with the marketing strategy to ensure content is produced when needed within each time scale.
- To check analytics regularly and add these to the Marketing Officer's spreadsheet so they can see key trends.
- To share creative ideas with the Marketing Officer to try and test.