



# **Downham Amateur Dramatic Society**

[www.dadsdrama.org.uk](http://www.dadsdrama.org.uk)

Affiliated to N.O.D.A.

## **THE ROLES OF COMMITTEE OFFICERS**

### **CHAIRPERSON**

- To manage regular committee meetings, and ensure a professional atmosphere is upheld while encouraging all present to voice their opinions and keep discussions focused.
- Will be expected to represent the society in a public role, eg, accepting invitations from the local community, and attending relevant council meetings.
- To act as an impartial mediator in disputes and deal with inappropriate behaviour in a prompt manner with warnings issued to those who cannot adhere to the signed code of conduct and ultimately taking responsibility for revoking memberships.

### **SECRETARY**

- To cover general correspondence
- To take minutes at meetings and AGM and to circulate amongst all members present
- To be an initial contact for general public and external parties.

### **TREASURER**

- To manage all finances and the bank account
- To present a financial report monthly at committee meetings and annually at the AGM.
- To approve budgets for productions with the producer.
- To agree front of house floats for all performances with the producer
- To receive in and bank cash and cheques from front of house sales, ticket sales and subs, this may be delegated to another officer.
- To organise insurance documents
- To organise alcohol licence for front of house at performances.

### **PUBLICITY OFFICER**

- To include all marketing, advertising and press relations and if necessary will appoint a support team to include:

Website manager

Social media secretary – to include Twitter, Snapchat, Instagram and Facebook

Box office manager – to confirm seating plans with producer, undertake management of online tickets, liaise with Lewks, keep producer updated with regular figures on ticket sales and to collect ticket sales info from Lewks before every performance, along with online printout 2 HOURS BEFORE PERFORMANCE – this final task may be delegated.

### **MEMBERSHIP OFFICER** (can run co-currently with Social Secretary)

- To be present at readings of a new production
- To be present at early stages of rehearsals to complete membership forms.
- To actively promote the Society locally
- To produce a quarterly newsletter keeping members informed re future productions, reviews and social events
- To present any changes in memberships to the committee.

### **SOCIAL SECRETARY** (can run concurrently with Membership Secretary)

- To arrange social events, eg, quiz nights and theatre visits.

### **KIDDS REPRESENTATIVE**

- To run a Youth Drama group and report back to the committee, during the DADS meetings

**Retiring officers are to hand over all information, electronically or on paper, and initially assist and guide new officers with their new duties.**