

COLCHESTER OPERATIC SOCIETY
MANAGING THE SOCIETY — JOB DESCRIPTIONS.

INTRODUCTION

This document includes general descriptions of the tasks that have to be performed in order for the Society to function smoothly and efficiently and are to be read as an adjunct to the Society Rules. The tasks are listed under the titles of those persons who would usually perform them, most of whom would, of necessity, be members of the Executive Committee. For instance, it would be possible for any or all of the Stage Director/Props/Wardrobe/Make Up tasks to be carried out by non-members of the Executive Committee, but in each case the holder would need to attend a limited number of Committee meetings in order to properly carry out the role.

This list was approved at the Executive Committee meeting 5th September 2001

CHAIRMAN

- Chair General Meetings of the Society.
- Chair Meetings of the Executive Committee.
- Ensure that the aims of the Society are pursued.
- Ensure that the Executive Committee carries out those responsibilities set out in the rules of the Society.
- Ensure that policies for the future development of the Society are in place, updated as necessary to recognise changing circumstances, and that these are effectively enacted.
- Represent the Society on such occasions as require the attendance of its senior officer.

SECRETARY

- The overall objective is to provide administrative support to the Executive Committee of the Colchester Operatic Society, with particular responsibilities as follows:
- Arrange venues for meetings of the Executive Committee and for production rehearsals
- Agree Exec. Comm. Agenda with Chairman and arrange distribution with any other relevant meeting papers. Organise paperwork and keep Committee members informed.
- Ensure timely issue of AGM paperwork.
- Write Executive report for AGM and present after approval by the Executive Committee
- Prepare all paperwork for auditions.
- Undertake other duties as requested by Chairman.

TREASURER

- Work with the Business Manager and deal with every aspect of the Society's finances including:
- Account for all money paid to the Society and ensure that it is banked in accounts that will bring the most advantageous returns by way of interest.
- Ensure that all expenditure made on behalf of the Society has been properly and legitimately incurred.
- Ensure any Inland Revenue returns are dealt with in good time.
- In conjunction with the respective business managers prepare budget estimates for the Society's main and C02 productions, based on potential box office takings, for agreement by the Society's Executive Committee. Monitor expenditure against the budget so produced.
- Prepare a draft account for examination by the Executive Committee after the completion of each show as soon as final totals of actual income and expenditure are known.
- Ensure that the Society books are prepared for and delivered to, the appointed auditors in such time after the end of the financial year as will allow production of the year end accounts for presentation at the Annual General Meeting of the Society,
- With the Business Manager recommend seat pricing at all Venues and make recommendations for approval by the Executive Committee

BUSINESS MANAGER

- Working in close liaison with the Society Treasurer and Publicity Officer as appropriate:
- Ensure that a contract to perform each chosen production is obtained from the rights holder and ensure adherence to the terms of the contract.
- Arrange for the distribution, collection and return of any scores and scripts hired as part of the contract.
- Sign, on behalf of the Society, all contractual agreements required for the hiring of Theatre or Venue, Directors, Musical Directors and Choreographers as agreed by the

Executive Committee, following its considerations of quotations obtained by the respective Committee members nominated for that purpose.

Seek sponsorship support for Society productions and co-operate closely with the Publicity Officer on any advertising for show programmes, other publicity and fund raising.

In conjunction with the Treasurer prepare budget estimates for shows proposed for production for agreement by the Executive Committee.

Liaise with front of house staff/theatre management during the course of the production.