

Sale Nomads Theatre Club

Council Job Roles

Chairman

- To represent, and be the face of the Club in every aspect. Within the club (at shows, or other member events), when liaising with external bodies (Waterside etc), and at awards evenings if other members cannot attend
- Act as a single point of contact for any issues or queries arising from Nomad members
- Chair monthly Council meetings and the AGM
- Make a speech at the Annual President's Evening
- Occasionally write a piece in a production programme on behalf of of the club

Secretary*

- Arrange agenda, and take minutes during the monthly Council meetings. Distribute the minutes to the team before the next meeting highlighting agreed actions
- Act as the point of contact for all Council position nominees for the AGM as well as taking and distributing minutes from the AGM
- Liaise with Noda & GMDF to arrange adjudication and distribute award nominations
- Send cards (births/marriages/deaths) to members or loved ones
- Collate Chaperone Licenses and monitor expiry dates
- Arrange for the In-House awards to be voted upon and ensure all trophies (and the president's chain) are engraved

Treasurer

- Ensure all payments are made on time. Direct Debits for utilities and other regular payments, and bank transfers to pay members for goods and/or services
- Carry out regular Invoice Matching by comparing all receipts and invoices against the monthly Bank Statements
- Submit end of year Report to Charity Commission.
- Work closely with the Auditor throughout the year, but especially during the Year End accounts submission (July-June)
- Liaise with Drama Coordinator to purchase any performance Rights/Licences
- Submit 'Gift Aid' at the end of each Nomads season using the HMRC scheme
- Report at the monthly Council meeting with any large payments going in or out.
- Manage ticket sales via Ticket Manager and Ticketsource

Drama Coordinator*

- Ensure there is an ongoing 2 year rolling plan of performances incorporating musicals, plays and one acts (inc sketches and monologues), taking into account the wide variety of tastes of our membership and audience members
- Facilitate the Play Reading Group which meets every 4-6 weeks to discuss potential plays and read scripts. All recommendations from which are taken to Council before any further developments
- Consult Nomad Membership about potential plays either through Play Reading Group or one-on-one with members, potential directors, actors, technical crew etc.
- Contact appropriate Rights Holders to purchase the licence for each chosen show and ensure correct permissions are requested. Liaise with the Treasurer to arrange payment for these Rights
- Liaise with Publicity Coordinator to ensure all artwork adheres to any restrictions and/or stipulations laid out within the Licence

Publicity Coordinator*

- Create, and post regular content on social media platforms promoting shows and get togethers as required. Liaise with Directors and those with photos to ensure content is available and those in pictures are happy for them to be shared
- Act as admin on the Facebook members group to communicate with members
- Arrange for all artwork to be created for posters and programmes for all adult performances (not Minis)
- Liaise with Drama Coordinator to ensure that all posters and programmes adhere to the licensing regulations and include the required information
- Ensure all information on the website is up to date and relevant
- To promote the annual Panto, liaise with local press and arrange for banners to be created using the designed artwork

Activities Coordinator

- Organise fundraising and social events which includes checking the diary with Chair, liaising with bar managers for staff/stock, and publicising events on Facebook and via membership coordinator
- Assist with the President's evening by organising the raffle and help set up the room. Help organise one social/fundraising event for each President (e.g quiz)
- Manage the budget for all social events and purchase items that will benefit activities (e.g. chairs for back room, disco lights) and source raffle prizes from members and/or local businesses
- Assist with other events such as Ivor's Plant Sale and summer fete (raffle, buffet, cake stall etc)
- Organise the 'teas' for all Nomads plays. Ensure tea, coffee and biscuits are stocked and arrange for two people each night to serve

House Coordinator

- Ensure the Clubhouse building is well maintained externally and internally for the smooth and safe running of all social and drama activities
- The grounds and gates must also be maintained
- Liaise with any available members to ensure any required work is carried out unless it is necessary to hire a qualified person(s). In the latter case, House Coordinator is responsible for sourcing quotes and relaying them to the Council for approval
- Annual checks on fire extinguishers, alarms etc and ensure they adhere to insurance requirements
- Liaise with bodies such as Amey for waste collection

Membership Coordinator

- Respond to all new members enquiries (via email, or social media channels)
- Welcome new members at the club on their first visit
- Liaise with Treasurer to ensure members pay their audition fees and annual membership subscriptions
- Manage all records of members' personal information adhering to GDPR
- Send all email communications to all members in the form of regular newsletters and forward any messages on behalf of members

Ordinary Member

- To act in the same way as any other Council Member, attending and contributing to monthly meetings, and voting on any movements that have been presented
- Undertake any tasks as required that do not fall within the remit of other Council Members. (For example Howie has been instrumental in the renewal of the lease)
- Assist and support other Council Members in any ad hoc tasks or meetings, acting in a fair and impartial manner

Notes

- The three roles which are up for election at the 2021 AGM are noted with an asterix *
- If you would like a more detailed view of each Council Member's role please contact them directly (via secretarysalenomads@gmail.com)
- **Those who are elected within these roles must ensure that all of the tasks listed are carried out. This does not mean they have to be actioned personally, any of these tasks can be delegated to a small team**