



# LICHFIELD PLAYERS COMMITTEE MEMBER ROLE



## ROLE: CHAIRPERSON

The Chairperson is responsible to the Committee of Lichfield Players, together with the Secretary and Treasurer s/he is a member of the Executive of the Society.

## JOB DESCRIPTION:

1. Calling Committee meetings and General meetings as required and preparing agendas for them in collaboration with the Secretary
2. Chairing Committee meetings and General meetings, ensuring that accurate minutes are recorded and subsequently signing them as correct
3. Making the final decision on any matter that does not affect the Constitution of the Society
4. Making a report at the Annual A.G.M
5. Attending meetings with external organisations on behalf of the Society; expressing the Society's views, representing its interests and reporting back to the committee
6. Attending meetings with the Business Manager and/or Publicity Manager in connection with Society's productions at designated venue(s) and reporting back to committee
7. Cancelling any production during the rehearsal period if s/he considers it not to be of an acceptable standard and that improvement to the required standard is not possible in the rehearsal time available
8. To work with all Directors/Producers to give support and advice if needed for each successful production
9. To liaise with Publicity ensuring that; posters, flyers, banner and other marketing/publicity/advertising material is in situ for all performances and correct in its context
10. If not directly involved with a specific play during season, s/he to attend a rehearsal during a designated play to give support to Director and their team
11. To be available to give support to fellow committee members
12. To work within the GDPR regulations at all times

**All elected committee members must maintain the interests of the society at heart and will be responsible for upholding and maintaining our reputation, internally to members and externally to the public**