



Clacton Musical Theatre Society

(Formerly Clacton Amateur Operatic Society)

www.c-m-t-s.co.uk

Charity No: 272240

President: Edna Mountstephen

Chairman: Sam McCarthy

Please Reply to:

Management Committee Job Descriptions.

Chairman:

- Has overall responsibility for all actions taken by the Society and its Members acting on behalf of the Society.
- Must also chair meetings of the Management Committee and help prepare the agendas.
- May delegate some tasks and responsibilities to the Members of the Management Committee.
- Is the voice and spokes person of the Society.
- Ensure that the Society's Rules are followed.
- In every decision made by the Management Committee, ensures that it is in the best interests of the Society.
- Is the ambassador of fairness.
- May chair Audition Committees.

Honorary Treasurer:

- Maintains the Society's finances as required by the Society.
- Must prepare and is responsible for ensuring that the budgets for the productions are adhered to.
- Ensure that an update of the Society's financial position is given at every meeting.
- Is the ambassador of integrity and honesty.

Honorary Secretary:

- Responsible for all correspondence of the Society.
- Prepares agendas for meetings.
- Sends to the Membership all notices for meetings or AGMs / EGMs as required.

Assistant Secretary:

- Takes minutes at all meetings and sends them out to the Members of the Management Committee.
- Receives delegated work from the Hon Secretary.

Press & Publicity Committee Chairman:

- Responsible for all the advertising and promotion of the Society and its productions.
- Looks for every opportunity to raise the Society's profile within the local community.
- Must adhere to any given budget.
- Designs and puts together programs and posters for productions.
- Organises publicity events.
- Builds links and relationships with the local media, other Societies/Groups and local theatres.
- May have a Sub Committee to help support. If so, must chair any meetings and ensure minutes are taken, adhered to and copies sent to the Officers of the Society. Members of the Sub Committee are chosen by the Press & Publicity Chairman, with the Management Committees approval, from Members who express an interest at the AGM.

Headquarters Manager:

- Responsible for the security and safe keeping of the HQ, its contents and users.
- Takes bookings for use of HQ, ensuring all donations for use are taken.
- Responsible for organising weekly, monthly and yearly cleaning.
- Is the primary key holder for the HQ.
- Responsible for general repairs and housekeeping.

Stage Liaison Manager:

- Organises all unpaid production and backstage crew for the Society's productions.
- Is the point of contact between the Management Committee and the production team, i.e., Director, Musical Director, Choreographer, Dance Captain, Wardrobe Manager, Property Manager, Stage Manager, Lighting & Sound Manager and Front of House Manager.
- Chairs production meetings for shows.

Hon. Secretary: Julia Hewett
Tel: 01255 436656
Email: Secretary@c-m-t-s.co.uk

Hon. Treasurer: Keith Woodward
Tel: 07944 292527
Email: Treasurer@c-m-t-s.co.uk

Affiliated to NETG
Affiliated to the National Operatic and Dramatic Association





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- Is supportive to ensure budgets are adhered to by production team.

Fundraising Committee Chairman:

- Organises fundraising events to raise funds for the Society.
- Work with Press & Publicity Manager when necessary.
- Chairs the Sub Committee and ensure minutes are taken, adhered to and copies sent to the Officers of the Society.
- May need to raise funds for a particular project or just for general funds.
- Chooses a Sub Committee, with the Management Committees approval, from the Members that express an interest in joining the Fundraising Committee at the AGM.
- Appoints a Fundraising Secretary and a Fundraising Treasurer.
- They are also responsible for ensuring the Membership is aware of any up coming events and to give out any required notices.

Membership Secretary:

- Responsible for all Membership records and payment of subscriptions.
- Works with the Press & Publicity Manager and Fundraising Manager to encourage new Membership through events.
- Ensures new Members are issued with the Members Handbook and are made welcome.
- Responsible for the Friends of the Society, this entails keeping records of friends, ensuring they are kept up to date with the Society's events and pursuing their membership subscription.

Social Committee Chairman:

- Responsible for all Social events undertaken by the Society and its Membership.
- Chairs Social Committee meetings and ensures that minutes are taken, adhered to and copies sent to the Officers of the Society.
- Chooses a Sub Committee, with the Management Committees approval, from the Members that express an interest in joining the Social Committee at the AGM.
- Appoints a Social Secretary and Social Treasurer.
- Point of contact between the Management Committee and the Membership. Members that have issues or points that they would like the Management Committee to discuss, can talk to the Social Committee Chairman who will, impartially, put the issue to the Management Committee at the next Management Committee meeting.
- They are also responsible for ensuring the Membership is aware of any up coming events and to give out any required notices.
- Organises the Social Committee Members to run the Green Room.

Updated 13.01.12.

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