

## COLCHESTER OPERATIC SOCIETY

### EXECUTIVE COMMITTEE (TRUSTEE) ROLES/JOB DESCRIPTIONS

Updated October 2024

#### 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 constitution, policy and procedures. 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 (Trustees). 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 and/or production meetings in order to properly carry out the role.

This list was approved at the Executive Committee meeting 29<sup>th</sup> November 2022. In August 2023 the secretary role was updated. **In October 2024 the Chair, Secretary, Assistant Secretary roles were updated.**

#### CHAIR (Society Officer & Trustee)

The most senior Officer position in the Executive Committee with responsibility for the Society and for leading the Executive Committee to effectively manage the Society as follows:

- 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 Society's constitution and associated policies and procedures through effective leadership.
- Ensure the Executive Committee work together for the best interests of the Society, sharing information with each other and making decisions democratically.
- Ensure a Vice-Chair, who can act on the Chair's behalf in their absence, is appointed at the first committee meeting following the AGM.
- Delegate specific roles within the Executive committee at the first committee meeting following the AGM and at the appropriate times throughout the year, should it be necessary for effective management 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.
- Act as Data Protection Officer (DPO) for the Society.
- Ensure the Society has an appropriate Safeguarding Lead and Deputy Safeguarding Lead in place and any relevant and necessary training for these roles is provided
- Represent the Society on such occasions as require the attendance of its senior Officer.

- Take any urgent action on behalf of the Society where matters are time sensitive, highly confidential (for example, relating to safeguarding and/or conduct of Executive Committee members) and it would not be suitable or in the best interests of the Society to obtain full Executive Committee approval prior to taking action. In such instances, actions should be reported to the Executive Committee in as much details as appropriate afterwards.
- Respond to membership complaints, subject to Executive Committee approval.
- Chair audition panels for productions as appropriate or appoint an appropriate person to chair the panel if they are unable to attend auditions or wish to audition for the show themselves.
- Support the Chair of CO2 and attend CO2 committee meeting where possible and appropriate to do so.
- Ensure there are open and effective communications between the Executive Committee and Society members.
- Appoint an Executive Committee Member or member of the Society to compile a quarterly newsletter for distribution to members to ensure they receive up to date news about the society, its productions and events. Create and/or approve content of the Newsletter to ensure it is appropriate and accurate.
- Represent the Society in communications and meetings with outside organisations and professionals as appropriate.
- Attend rehearsals and show performances as necessary to ensure the smooth running of the Society and its productions and to be a point of contact between members involved and the Executive Committee.
- Act as a Production Manager to oversee all aspects of our productions, being the point of contact between all departments, creatives and the Executive Committee and to provide and share reports on activities, actions and meetings related to productions. If the Chair is unable to act as a Production Manager, they will appoint an appropriate representative to take on this role or delegate specific aspects of the role to other members of the committee.
- To ensure thorough and appropriate Risk Assessments are in place and regularly reviewed for all activities. Whilst the Executive Committee are jointly responsible for Health & Safety, the Chair may need to make decisions and take urgent action in the interests of ensuring the Health & Safety for any members, volunteers and appointed persons involved in Society activities.
- Work in liaison with the Society Treasurer & Business Manager to ensure that a budget is prepared for each production and is presented to the Executive Committee for agreement.
- Work in liaison with the Business Manager, CO2 chair and Treasurer to ensure all contracts and expenditure are reviewed and agreed/put in place to ensure the Society's best interests including best value for money and meeting the Society's charitable objectives
- To work in liaison with the Business Manager to ensure conflicts of interest are identified and mitigated appropriately
- Manage and resolve any conflicts that may arise between any committee members, Society members and outside professionals as necessary.
- Respond to any complaints made to the Society from outside its membership, subject to Executive Committee approval.
- Ensure members adhere to the Society's constitution, rules and all policies and

procedures through effective communication and addressing situations in which these are not being adhered to as quickly as possible.

- Write the Executive report for the AGM together with the Secretary for Executive Committee approval.
- Be the main point of contact for the Charity Commission on behalf of the Society.
- Update the information held about the Society (including changes to trustee details) on the Charity Commission register as necessary.
- Maintain a Society email address and ensure correspondence to the Society is promptly dealt with by replying and/or forwarding on to the relevant individuals to deal with the enquiry.
- Supervise the maintenance of all Society databases and website management.
- Any other duties as necessary/appropriate to ensure the effective running of the Society and as reasonably requested by the Society membership.

### **SECRETARY (Society Officer & Trustee)**

The overall objective is to oversee the administration of Colchester Operatic Society, with particular responsibilities as follows:

- Arrange venues for meetings of the Executive Committee where necessary. Obtain a Zoom link if online.
- Arrange venues for production rehearsals
- Agree Agenda for committee meetings with Chair and send out to Exec at least a week before each meeting.
- Take minutes at Annual General Meetings (AGMs) and Executive Committee meetings.
- Ensure minutes taken are distributed to all members of the Executive Committee in a timely manner, so any necessary amendments can be made before the next meeting.
- Create voting forms for votes of the Executive Committee
- Ensure timely issue of AGM paperwork. Arrange paperwork for the election of committee members if a vote is required.
- Maintain the Society's Membership database ensuring name, address, landline, mobile number and email addresses are as up-to-date as possible
- Collect the membership fee on an annual basis as well as show and concert fees. Liaise with Treasurer to check payments into the account. Collect cash payments if they are given and pay into the COS bank account. Chase up cast who are late paying.
- Liaise with CO2 secretary as appropriate on show fees and CO2 membership.
- When members of CO2 turn 16, grant them access to all the benefits of COS membership.
- Prepare and maintain all registers for rehearsals and show performances
- Prepare and maintain all necessary paperwork and forms relating to membership of the Society and applying to be part of the cast for shows and concerts, in accordance with GDPR and the Society's Privacy policy

- For each show and concert, obtain consent forms for publicity adhering to GDPR regulations (included in the audition forms)
- Collect completed medical forms for each performer in the show and concert including the backstage crew and orchestral performers. Ensure these forms are taken to all rehearsals and performances, to be accessed only by necessary personnel in case of emergencies (included in the audition forms for cast only)
- Share data with relevant individuals as stated in our Privacy Policy whilst ensuring confidentiality of data is maintained
- Maintain a Society email address and ensure correspondence to the Society is promptly dealt with by replying and/or forwarding on to the relevant individuals to deal with the enquiry. Act as general point of contact for all incoming enquiries
- Oversee the receiving of videos, if required for auditioning purposes, via the COS and/or CO2 email addresses. Ensure strict access controls are in place and that only those parties on the audition panel have access to the folders in which the videos are stored and that they are deleted in line with the Privacy Policy.
- Work together with the Creative Team in planning and implementing audition administration for both shows and concerts, including preparing audition material (as instructed by the Creative Team) and running orders for the day
- Publish the cast list and inform auditionees of the outcome of auditions as soon as possible after the Creative Team have concluded deliberations
- Ensure members are given log in access to the members' area of the website and work with the Society webmaster to maintain the members' database on the website
- Ensure new members are sent a Welcome Pack. Keep the Welcome Pack up to date.
- Ensure new members are invited to join the members only Facebook group. Remove anyone from the group who does not renew their membership
- Send emails and/or provide Facebook updates relating to the show, concert and other appropriate Society issues to members (e.g. newsletter, award nominations). Maintain mailing lists for membership and show casts in the Secretary email account.
- Ensure communications to members are also sent in the post to those members who don't have email addresses.
- Keep the COS Linktree up-to-date
- Invite life members, NODA reps and the Mayor to see shows. Organise the booking and distribution of comps (in conjunction with the Business Manager)
- Undertake other duties as deemed necessary/appropriate and requested by the Executive Committee and Chair

Any of the above tasks can be delegated to the Assistant Secretary as required.

### **TREASURER (Society Officer & Trustee)**

Work with the Business Manager and Chair to deal with every aspect of the Society's finances as follows:

- 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 and provides the best value for money for the Society wherever possible.
- Ensure any costs incurred are agreed with the Business Manager and/or Chair prior to committing to them.
- To work with the Business Manager and Chair to ensure competitive quotes are sourced and prices negotiated to achieve the best value for money for the Society wherever possible and that decisions and costs agreed to are noted at Executive Committee meetings where appropriate.
- Ensure any Inland Revenue returns are dealt with in good time.
- Ensure Gift Aid claims are submitted to HMRC in a timely fashion.
- In conjunction with the Business Manager and Chair, prepare budget estimates for the Society's main and CO2 productions, based on potential box office takings, for agreement by the Society's Executive Committee.
- Monitor expenditure against any budgets 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's books are prepared and delivered to the appointed auditors in such time, after the end of the financial year, as will allow for the production of the year end accounts to present at the Annual General Meeting of the Society.
- Produce an annual report on the audited year-end accounts to provide to members/post on our website members' area prior to our AGM for members approval.
- Ensure an annual report on our audited year-end accounts is submitted to the charity commission in a timely fashion and before their legally stipulated deadline.
- With the Business Manager recommend seat pricing at all venues and make recommendations for approval by the Executive Committee.
- Responsible for authorising (with Business Manager and/or Chair) all payments made on behalf of the Society.
- Support the Society Officers in dealing with conflicts, issues and complaints that arise, where appropriate and necessary.
- Attend CO2 committee meetings where possible and appropriate to do so.
- Maintain a Society email address and ensure correspondence to the Society is promptly dealt with by replying and/or forwarding on to the relevant individuals to deal with the enquiry.
- Undertake other duties as deemed necessary /appropriate and requested by the Chair and/or Business Manager

### **BUSINESS MANAGER (Society Officer & Trustee)**

Working in close liaison with the Society Treasurer, Chair, Secretary and Marketing &

Events Chair as appropriate, to do the following:

- Hold a strategic view of all Society Business to ensure its effective management and future success.
- In partnership with the Treasurer and/or Chair, seek out the best value for money for services for the Society.
- Investigate sources of revenue including funding, sponsorship and charitable donations for the Society and make any necessary applications on behalf of the Society (with support from the Chair and other Society Officers and Executive Committee members as appropriate.)
- Attend CO2 committee meeting where possible and appropriate to do so.
- Investigate potential performance rights as directed by the Executive Committee and report back.
- Apply for performance rights.
- 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, Choreographers and other contracted/hired professionals as agreed by the Executive Committee, following its considerations of quotations obtained by the respective Committee members nominated for that purpose.
- Authorise agreed bank payments made by the Treasurer and/or Chair on behalf of the Society.
- Manage online donations via our chosen platform (eg. Kindlink) and updating donors about our work.
- Supporting the Treasurer with applications of Gift Aid to HMRC using our chosen online donations platform e.g. Kindlink
- Work closely with the Marketing & Events Committee on any advertising for show programmes, other publicity, sponsorship and fund raising.
- In conjunction with the Treasurer and Chair 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.
- Book comp tickets.
- Attend rehearsals and show performances as necessary, to ensure the smooth running of the Society and its productions and to be a point of contact between members involved and the Executive Committee.
- Maintain a Society email address and ensure correspondence to the Society is promptly dealt with by replying and/or forwarding on to the relevant individuals to deal with the enquiry.
- Undertake other duties as deemed necessary/appropriate and requested by the Chair, Treasurer or Secretary.

**ASSISTANT SECRETARY (Trustee)**

Working in close liaison with the Secretary to further support with administration duties for the Executive Committee as follows:

- To provide support to the Secretary in all aspects of their role as necessary and appropriate.
- Undertake any duties as deemed necessary/appropriate and requested by the Chair, Vice Chair and/or Secretary

### **VICE CHAIR (Trustee)**

After appointment by the Executive Committee following the AGM:

- Assume the responsibilities of the Chair in their absence.
- Provide support to the Chair in all aspects of their role.
- Represent the Society on occasions when the Chair is not available.
- Chair Executive Committee meetings when the Chair is not available.
- Undertake any duties as deemed necessary/appropriate and requested by the Chair.

### **CO2 CHAIR (Trustee)**

After appointment by the Executive Committee following the AGM:

- Ensure that the aims of our youth section, CO2 are pursued.
- Form a sub-committee to run the Society's youth section, CO2, and present to the Executive Committee for agreement.
- Appoint (with agreement from the Executive Committee) a Youth Liaison Officer (and/or Safeguarding Lead) for the Society.
- Chair CO2 committee meetings.
- Appoint a Secretary to take and circulate minutes of these meetings.
- Ensure that the CO2 Committee carries out any delegated responsibilities in line with the Society's constitution and associated policies and procedures through effective leadership.
- Ensure the CO2 Committee work together for the best interests of the Society, sharing information with each other and making decisions democratically, with the approval of and/or working together with the Executive Committee.
- Ensure a Vice-Chair, who can act on the Chair's behalf in their absence, is appointed.
- Represent CO2 in communications and meetings with outside organisations and professionals as appropriate.
- Attend rehearsals and show performances as necessary, to ensure the smooth running of CO2 and its productions and to be a point of contact between members involved and the CO2 Committee.
- Manage and resolve any conflicts that may arise between any committee members, CO2 members and outside professionals as necessary.
- Respond to any complaints made to CO2 from outside its membership, subject to Executive Committee approval.
- Ensure CO2 members adhere to the Society's constitution, CO2 rules and all

policies and procedures through effective communication and addressing situations in which these are not being adhered to as quickly as possible.

- Write a CO2 report for the AGM.
- Ensure circulation of sub-committee minutes to Executive Committee in a timely fashion.
- Agree an agenda for meetings with your Secretary and ensure it is circulated with your sub-committee prior to meetings.
- Allocate jobs to committee members, with duties that encompass the responsibilities of running the youth section and its productions.
- Choose a production each year and present it to the Executive Committee for agreement.
- Work in liaison with the Society Treasurer & Business Manager to ensure that a budget is prepared for each production and is presented to the Executive Committee for agreement.
- Work in liaison with the Society Youth Liaison Officer/Safeguarding Lead to ensure suitable licensed chaperones for rehearsals and performances, as required by law.
- Represent CO2 on such occasions as require the attendance of its senior officer.
- Liaise with the Marketing & Events team to ensure productions receive optimal publicity.
- Maintain a Society email address and ensure correspondence to the Society is promptly dealt with by replying and/or forwarding on to the relevant individuals to deal with the enquiry.
- Supervise the maintenance of all CO2 databases.
- Ensure that Society policies and procedures represent CO2, supporting the Society Chair with their creation, review and updating as appropriate and necessary.
- Ensure the younger members of our Society are safeguarded and an up to date safeguarding policy is in place and is adhered to by all individuals in contact with children and young people, working as part of CO2 and the Society in general.
- Chair audition panels for productions as appropriate or appoint an appropriate person to chair the panel if they are unable to attend auditions or wish to audition for the show themselves.
- Ensure there are open and effective communications between the CO2 Committee and the Executive Committee and CO2 members.
- Undertake any other duties as deemed necessary/appropriate in relation to our youth section as requested by the Executive Committee.

### **MARKETING AND EVENTS Chair/Lead (Trustee)**

Work together with other committees, organisations and members to provide information about and for our Society, and create and utilise opportunities to sustain, promote and enhance our Society. This will be achieved by the following:

- Appoint and Chair a Marketing & Events sub-committee (from COS/CO2 members) and arrange meetings as appropriate.
- Appoint a Secretary to take and circulate minutes of those meetings as necessary. If minutes are not taken, ensure notes of meetings and actions taken are recorded and shared.
- Ensure circulation of sub-committee minutes (or notes of meetings and actions



taken) to Executive Committee and CO2 Committee where appropriate in a timely fashion.

- Appoint other roles within the sub-committee as required.
- Agree an agenda for meetings with your Secretary and ensure it is circulated to your sub-committee prior to meetings as necessary.
- Manage the social committee account, authorise payments as appropriate and be able to account for all income and expenditure.
- At the end of the financial year, prepare and distribute summary of income and expenditure (with support from the Society Treasurer).
- Organise appropriate promotional materials for our productions and utilise any other publicity tools available.
- Organise events for the members of the Society and Executive Committee such as (but this list is not exhaustive):
  - AGM buffet
  - Carol singing events
  - After show parties
  - Audition panel catering
  - Ball/Dance/Party to mark special occasions
  - Quiz nights
- Organise and/or Supervise the creation of Programmes for Society productions (compiling programmes can be delegated to willing volunteers from the Society membership/cast).
- Produce an annual report for the AGM (usually completed in May).
- Ensure information about the Society and its shows, which includes news & events, to go out to members through email shots/ newsletter/social media/website.
- Liaise with COS webmaster to ensure up to date information is available on the website for members and upcoming shows to publicise the Society.
- Manage social media, along with other members of the Marketing team and/or Executive Committee, for the Society.
- Liaise with the Mercury marketing department and other venues and organisations as applicable to ensure our shows get optimum publicity.
- Maintain a Society email address and ensure correspondence to the Society is promptly dealt with by replying and/or forwarding on to the relevant individuals to deal with the enquiry.
- Undertake other duties related to the role as deemed necessary/appropriate and requested by Executive Committee.

### **INCLUSION LEAD (Trustee)**

- Appoints and leads all appointed Inclusion champions.
- Ensures Inclusion champions are aware of their role and responsibilities – this can include creating a simple document setting out expectations, role and responsibilities to share with them as well as explaining in detail in person.
- Provide support for Inclusion champions to fulfil their role and responsibility where possible and appropriate.
- Lead by example, driving the aims of our Inclusion policy and strategy in practice.

- Challenge dialogue and actions of others that are not in line with our Inclusion policy and aims with regards to Inclusion, Equality & Diversity, as necessary. Encourage and support Inclusion champions to do the same.
- Ensure discussions in all aspects of the Society management take account of and include our Inclusion, Equality & Diversity policy, aims and long-term strategy.
- Evaluate the progress of our Inclusion, Equality & Diversity long-term strategy.
- Create action points and/or plans for the implementation of the long-term strategy and/or support Inclusion champions on other committees to do the same.
- Be a point of contact for the Executive Committee with regards to Inclusion, Equality & Diversity, including dealing with reports of discrimination.
- Report incidents of discrimination that have been witnessed by themselves, other Inclusion champions, employed creatives and/or members to the Executive committee and ensure all members are aware of the need to report these incidents.
- Positively challenge others' views as necessary, to ensure the Society continues to be more Diverse and Inclusive.

### **Inclusion Champion**

These are appointed individuals on our committees, audition panels, production and backstage teams and within cast. There is no requirement to attend committee meetings (unless they are the appointed individuals on that committee).

- To fully understand our Inclusion, Equality and Diversity policy and long-term strategy aims and agree to promote it at all times within the area of the Society they are involved in.
- To work alongside the Inclusion Lead in promoting all three aspects of the role (Inclusion, Diversity & Equality) within the Society.
- To work as a whistle-blower for any events or happenings that may be witnessed within the Society, that you feel challenges our Inclusion, Diversity and Equality policy. Responsibility is held here to report this to the Inclusion Lead, Exec Committee or Chair of the Society, whereby appropriate action can then be discussed by these appointed individuals following the event witnessed.
- To, alongside the Inclusion Lead, actively participate in researching and suggesting actions, activities or conversations that can be undertaken to help promote the Inclusion, Diversity and Equality policy.
- To be willing, only if not participating in said show, to potentially be appointed to sit by the panel within your Inclusion Champion role, to ensure the appropriate elements of the Inclusion, Diversity and Equality policy are being considered and implemented within the audition process for said show.