



Committee members are elected yearly during the annual AGM. Elections are held during the AGM and any club member is able to nominate themselves for a place on the committee. All requests to be put forward for the committee including role must be formally made no later than two weeks before the date of the AGM meeting.

It is advisable that a club member puts forward their nomination using The UpStagers e-mail address theupstagers@hotmail.com so all the nominations can be compiled in advance of the AGM. Election for roles will be held during the AGM.

Chairman

- Oversee and manage the clubs affairs acting within the best interest of the club - This includes the clubs financial stability
- Monitor and access the online bank account in addition to being a named signatory for the clubs account.
- Chair meetings and act as a senior committee member throughout the year, making decisions whenever the need arises, in consultation with other committee members.
- Attend meetings in a neutral and impartial capacity and enable the committee to have a meaningful discussion.
- Set the agenda for meetings and in conjunction with the club Secretary, ensuring it is in line with the club's constitution.
- Monitor and evaluate the progress of agreed actions – both short term and strategic.
- Constitute and resource any special working groups and ensure that their activities are reported.
- Ensure that the club structure and responsibilities are transparent and available to all members.
- Apply policies and strategies that help guide members to achieve the vision, objectives and aims of the club - This including problem solving and mediation where required.
- Be involved in the club's most significant arrangements as necessary.
- Represent the club in key meetings and events.
- Report progress at the annual AGM of the club, including creating a chairman's report to be read out during the AGM and published with the minutes of the meeting.
- Oversee the responsibilities of all drama club officers and make sure officers fulfil their duties completely and efficiently.
- Google Drive Folder will be provided to aid in the digital archiving and organisation of information - Link to access will be provided to the appointed Chairman only and access will be removed on change of Chairman.

Secretary

- To take minutes of meetings and write up all minutes accurately and in good time.
- To communicate minutes of meetings to the relevant members of the club and to report all important correspondence received to the meeting.
- To monitor and respond to messages received via The UpStagers e-mail account, social media account/s and website in a timely manner.
- Keep an organised file of contact information and records for all drama club members in accordance with GDPR guidelines.

- To keep an updated calendar at all meetings in order to better inform those who may be absent or have missed any relevant communications.
- Publicise all meetings and gatherings a minimum of no later than two weeks prior to the meeting - Exception to this is for emergency meetings if required.
- To prepare, in conjunction with the chairman, the agenda for all club meetings.
- To ensure that all members are kept informed of dates, times and venues for meetings, giving proper notice as detailed in the society's constitution. This also applies to meetings conducted online via Zoom or any other online platform.
- To communicate with and book external visitors in the best interest of the club, this includes adjudication and filming.
- To deal with arrangements or special requirements for visiting individuals i.e. Adjudicators.
- Make arrangements for The UpStagers AGM, ensuring due notice is given to all members so they are aware of the meeting and circulate the agenda of the AGM no later than two weeks prior to the meeting.
- To oversee the shared google calendar and update with relevant information regularly. Communicate with Upton Life Magazine to aid in adding village events to the shared UpStagers calendar.
- Google Drive Folder will be provided to aid in the digital archiving and organisation of information - Link to access will be provided to the appointed Secretary only and access will be removed on change of Secretary.

Treasurer

- Oversee and manage the clubs finances in the best interest of the club - This includes access to the online bank account and named signatory for the clubs account.
- Oversee any amendments to the clubs account i.e. adding or removing signatories.
- Should the current treasurer stand down they are to ensure the transition process to change signatories is as seamless as possible.
- Sign off and approve all purchases made in the clubs interest.
- Collect and record all financial activity - Communicate any concerns with the chairman.
- Ensure that all active club members have paid their club subscriptions no later than the date agreed at each AGM.
- To book/purchase required licences including performance licences.
- Organise collection and take orders for all performance DVDs where applicable.
- To reimburse club members for approved purchases authorised by a relevant individual, adequate receipts must also be supplied to the treasurer prior to reimbursement.
- Oversee the clubs card payment machine.
- Oversee any direct debits or standing orders that have been created within the clubs best interest i.e. payment for website domain.
- Create a treasurer's report to be read out during the AGM and published with the minutes of the meeting.
- To coordinate with relevant individuals to set budgets within the best interests of the club for any events or activities that are being fully or partially subsidised using club finances.
- Google Drive Folder will be provided to aid in the digital archiving and organisation of information - Link to access will be provided to the appointed Treasurer only and access will be removed on change of Treasurer.

Media, Publicity and Promotions Manager

- Oversee, manage and update The UpStagers website.
- Oversee, manage and update The UpStagers social media account/s.
- Oversee, manage and update The UpStagers performance booking media i.e. TicketSource.
- Take photographs during rehearsals to use for publicity purposes (a “behind the scenes” look at the process).
- Poster design and publication.
- Program design and publication.
- Oversee advertisement of club and performances.
- Create promotional material for the club when required.
- Build a list of local media contacts/outputs. (Radio, Paper, Web, Facebook).
- Coordination access permissions for website, social media account/s, performance booking media, WhatsApp community groups and digital storage facilities.
- Google Drive Folder will be provided to aid in the digital archiving and organisation of information - Link to access will be provided to the appointed Media, Publicity and Promotions Officer only and access will be removed on change of Media, Publicity and Promotions Officer.

Social and Events Coordinator

- Oversee and organise social events over the year - The amount of events to organise can be discussed during the AGM including circulating ideas i.e. BBQ over the summer months or arranging a night out to support another local amateur dramatics groups performance.
- Organising additional support during performances such as front of house and bar assistants to ensure smooth running during performances. Coordinate with other club members who may also wish to get involved but are not performing on or backstage.
- Organise any special fundraising events for the club promoting any chosen charitable organisations.
- Actively look into community events that members of the club could attend to actively promote The UpStagers i.e. Upton St Leonards Village Day.
- To coordinate with the treasurer if permission to part or fully subsidise event/s is approved by relevant individuals for payment or reimbursement of monies.
- To meet and greet visiting individuals including adjudicators and filming crews.
- Google Drive Folder will be provided to aid in the digital archiving and organisation of information - Link to access will be provided to the appointed Social and Events Coordinator only and access will be removed on change of Social and Events Coordinator.