Secretary

* First point of contact for new members & general enquiries
* Dealing with emails that come in from the website – answering the emails, making phone calls, sending letters
* Communication with licence holders re:
	+ availability of licences to perform
	+ perusal material
	+ signature of contracts
	+ hire/purchase of librettos & scores
* Correspondence with theatre management, such as obtaining contact details, arranging appointments. (Contracts dealt with by Chairman)
* Correspondence with production teams & all ancillaries re appointments
* Circulating budget information to production teams
* Booking rehearsal rooms and dealing with any resulting correspondence
* Helping to find alternative rehearsal spaces if our two main places are unavailable and keeping a list of contact details
* Composing & presenting Secretary's report at AGM – including finding out who has won the CODS Cup and the David Johnson cup at the festival
* Attending CODS Committee & some production/budget meetings when required.
* Update lists of Directors (for Musicals and Plays), Musical Directors, Choreographers, Musicians, Wardrobe, Lighting, Sound and any other production team roles
* Supply licence holder credit information sheet to Publicity Manager as soon as show licence is secured
* Book Joan Cross Lounge for Civic nights at the Playhouse