Chairman

# Nature of Role

*The position of Chairman provides leadership to the society and to the Officers and Committee. The main task of the committee is to plan and establish the programme of annual events and make production team appointments. The role of chairman is one of consensus seeking and team building while ensuring that the interests of the society and its individual members are nurtured, developed and protected. It is important that the Chairman can sensitively handle the conflicts and inevitable emotional and artistic disappointments that are part of the day to day life of an amateur theatrical group.*

# Main Areas of Responsibility

 Chairing:

• Monthly Committee Meetings
• Annual General Meeting
• Extraordinary General Meetings
• Auditions and corresponding meetings
• Production Meetings

 Style:

• To provide structure to the process of administering the affairs of the society
• To ensure all "issues of the day" are addressed
• To ensure that the committee process is democratic
• To ensure that the constitution of the society are upheld (refer to ‘*CODS Rule Book*’)
• To encourage healthy debate
• To encourage all committee members to express their views

Society Activities:

• To be visible at society gatherings ....rehearsals, productions and socials
• Address potential and existing members at pre-audition rehearsals and rehearsals where called upon.
• Ensure that members and contributors are publicly thanked for their help, support etc.
• Act as a host to our President and Guests when attending society productions and functions
• Presents Chairman's Address at the AGM
• Monitor and Respond to direct e-mail correspondence (general queries to be managed by the Secretary)

 External Activities:

• Negotiate with management at Everyman and Playhouse Theatres
• Approve and sign all theatre contracts relating to Productions or Concerts
• Represent the society at local events