

## **Role Description – Chairman**

### **General Committee Responsibilities**

1. Liaise with the Website Manager to ensure the Website is constantly updated with the latest information.
2. In the event of being able to attend a Management Committee meeting, inform the Chairperson of any items for consideration, and check with that person after the meeting for any items that will require attention
3. Regularly attend rehearsals so that current business can be dealt with
4. Make announcements as and when required.
5. At all times act as an Ambassador for the Society.
6. In association with the Marketing and Publicity Officer, canvas potential businesses to receive sponsorship and programme advertising
7. Carry out any other duties, as and when required, which will benefit the Society

### **Chairman Responsibilities**

1. Have responsibility for the frequency and conduct of all meetings of the Society (in accordance with the Constitution), with the exception of Social Committee meetings
2. Prepare the Agenda for each Management Committee meeting.
3. Ensure Management Committee members are notified of meeting dates
4. Must be aware of all matters relating to the Society, and act as spokesperson for the Management Committee and Society
5. Shall not commit the Society to anything that has not been approved by either the Officers of the Society, or the Management Committee (in accordance with the Constitution).
6. Have responsibility for the overall running of the Society by:
  - a) Ensuring Society Officers and Management Committee members are carrying out their duties effectively and do not bring the Society into disrepute.
  - b) Ensuring any complaints or concerns from members are looked into and resolved as quickly as possible, in a tactful and sensitive manner.
7. Prepare any required materials on behalf of CAODS i.e. chair message in program etc.
8. Liaise with the Officers to estimate the costs of each production and ensure the Society works within the approved budget, as far as is practicable.
9. Prepare an address for presentation at the Annual General Meeting, with a précis of events of the preceding year of office.
10. In the event of being unable to attend a meeting, ensure an officer is aware of any items for attention and consideration or action.
11. Proof read the draft of the Main Production Programme to ensure that its final print is in accordance with the standards required.
12. Review and agree all external publicity materials before publication in association with marketing officer

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