

## **Role Description – NODA Representative**

### **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

### **NODA Representative Responsibilities**

1. Have an understanding of all legal requirements as outlined by NODA and the Local Authority, and advise the Management Committee of any action required
2. Keep and maintain a central file of all NODA Factsheets and information, and liaise with other Management Committee members as and when this information is required and distribute accordingly
3. Attend NODA meetings and events as and when required representing CAODS or ensure an other representative attends if unavailable
4. Report to the Management Committee and Society members any items of interest regarding NODA
5. Receive and distribute to the Management Committee all NODA correspondence
6. Liaise with other local Societies regarding Summer School applications and sponsorships
7. Keep records of service for acting Society members, and apply for NODA Long Service awards as required
8. Liaise with East Midlands Region NODA representatives to keep them up to date with current information regarding the production
9. Notify NODA of show dates for publication
10. Send entries for the NODA poster and programme competitions
11. Receive, distribute and send information for entry into the Music Link publications
12. In association with the Marketing and Publicity Officer, ensure the current production is reviewed and/or a report is provided to NODA for publication

January 2019