

Role Description – Society Secretary

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

Society Secretary Responsibilities

1. Act as second official signatory on the society bank account
2. Have access to company bank account
3. Ensure all new Management Committee members are provided with copies of job descriptions and the Constitution
4. Produce and send out, where appropriate, general notification to the Members of:
 - General meetings
 - AGM
5. Receive all notifications of new and resigning members for consideration by the Management Committee
6. Obtain the Theatre Contract, and keep all contracts on file
7. Create and maintain lists of ‘acting members’, ‘non-acting members’, life members’, ‘Patrons’ and Management Committee members
8. Ensure VIP's and other dignitaries have complimentary tickets booked for the main production and advise guests accordingly
9. Take the minutes of the Annual General Meetings of the Society and make them available to members in a timely manner
10. Send letters of invitation to all invited guests for Civic Night and maintain list of acceptances
11. Send ‘thank you’ letters as appropriate at the end of the Show.
12. Proof read the draft of the Main Production Programme to ensure that its final print is in accordance with the standards required
13. Shall be the registrant of the CAODS domain name on the Website, to ensure it remains operational as advised by the Website Officer
14. Liaise with the Chairperson and Treasurer to estimate the cost of each production and ensure the Society works within the approved budget, as far as is practicable
15. Review and agree all external publicity materials before publication in association with marketing officer

January 2019