# About the Role

The Chairperson role is a key to the management committee of the society. The Chairperson must ensure that the committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.

In addition, they take overall responsibility for ensuring that the committee and trustees pursue purposefully the objectives of CAMUS Productions.

The role of a Chairperson goes beyond committee meetings, with work between meetings, external representation of the society, and work with other members and subcommittees as appropriate. Chairing an organisation requires strategic and effective leadership skills.

The Chairperson is an elected officer position within the committee and is a trustee of the Society. This makes them one of the two people required to sign off on the financial statements and annual return of the Society.

# Role Description

The job role may be split into the following categories:

## Ongoing / Ad-Hoc

* Being a point of contact for all members of the society as needed.
* Attending rehearsals and ensuring that all members of the society are fully involved in the activities of the society in a safe and positive way.
* Ensuring that all policies and procedures are in place and being adhered to for effective management of the society.
* Liaising with, and supporting, each Officer in the conduct of their activities.
* Liaising with creative teams to ensure expectations for upcoming productions are clear and shared by all involved.
* Promote and encourage membership, development and maintenance of high standard within the group, and artistic integrity.
* Initiate, establish and maintain relations with external bodies or persons actually or potentially supportive of the activities of the society
* Supporting and promoting all society activities in a positive and proactive manner.

## Monthly

* Liaising with other executive committee members to ensure that each committee meeting is planned in advance with agenda items set and published prior to the meeting.
* Chairing committee meetings and ensuring that they are conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.
* Making sure that all committee members are being utilised, building and leading the team effectively.

## Annual

* Preparing the Chair’s Report for the AGM and sharing this with other committee members at least two weeks before.
* Monitoring and reviewing all policies and procedures within the society to ensure that they are up to date.
* Ensuring that AGM and other meetings are properly published to the society and managed and minuted and that the rules of CAMUS Productions are upheld and applied.
* Reviewing and agreeing annual budgets and membership arrangements for the following year.