

DUNSTABLE REP THEATRE CLUB

CHAIRMAN - JOB DESCRIPTION

The Chairman is the presiding officer of the Dunstable Rep's main committee and is required to attend all committee meetings.

Roles and responsibilities:

- To take overall responsibility for ensuring that the Committee pursue purposefully the objective/s of the Dunstable Rep.
- To be familiar with the Constitution and Rules of the Dunstable Rep and uphold and apply these at all times.
- To develop and maintain high standards of operation within the club and to maintain artistic integrity throughout.
- To, at all times, act as spokesperson for the Management Committee. To confirm never to commit the Club to anything that has not been approved by that Committee.
- To liaise with, and support each Officer and Committee Member in the conduct of their activities.
- To ensure the affairs of the Dunstable Rep and Young Rep are conducted in a business like and proper manner.
- To appoint the Play Selection Committee which shall consist of a chair and 3 other members.
- To chair the Annual General Meeting (AGM) outlining the current position of the theatre to its members. To write and present the Chair's report and to call and chair any Extraordinary General Meetings (EGM) as required.
- Authorising financial spend.
- To be responsible for the functioning of the club by:
 - (i) observing that officials are carrying out the duties approved by the Management Committee;
 - (ii) being sure that any complaints from members are investigated and addressed;
 - (iii) ensuring that follow up actions from Committee meetings are undertaken to promote the smooth running of the theatre in line with any additional work plans;
 - (iv) liaising closely with the cast and crew of each production, ensuring all of their needs are met.

Skills needed:

Having the confidence to manage a large meeting is essential to this role. You need to be able to question and challenge others objectively, as well as making sure everyone has a chance to have their say in discussions. You need to understand things from different perspectives, whilst keeping a clear steer on what is best for the theatre as a whole. It's

important to be able to articulate ideas, opinions, rationales, and comments in a clear, concise and logical manner to make sure everyone has a clear and consistent understanding of the matters in hand. The ability to speak in front of an audience is also very helpful.