

DUNSTABLE REP THEATRE CLUB SECRETARY - JOB DESCRIPTION

The Secretary is an Officer of Dunstable Rep and is automatically on the Management Committee and is required to attend all committee meetings.

The Secretary's responsibilities include:

- Sending out reminders to members of the main committee about committee meetings, then collating information and issuing the agenda for general meetings.
- Sending out requests to the committee to circulate their routine reports.
- Taking minutes at general committee meetings and at the Annual General Meeting (AGM), plus any Extraordinary General Meetings (EGMs) called.
- Circulating the minutes of general meetings to the committee for approval.
- Once the minutes are approved, forwarding them on to anyone who requests them, plus those holding assistant roles.
- Uploading the approved minutes to the relevant folder on DRTC's SharePoint.
- Liaising with the head of the play choosing committee to ensure that all licences are applied for well in advance of the beginning of each season, and updating them with any issues as required.
- Once the licences have been approved, liaising with the directors of each play to ensure that all scripts are ordered well in advance of the proposed audition date.
- Forwarding on all of the Licence information to the Publicity Manager so that they have all the details required to create publicity for the plays in the season.
- Ensuring that all the relevant licence information is available on SharePoint
- Ensuring that the DRTC calendar is kept up to date with all events throughout the season.