

FUNTINGTON PLAYERS MANAGEMENT COMMITTEE

The Committee is responsible for making sure the Society runs properly and in accordance with its constitution. Here is a link to the constitution.

- It makes sure that we put on two full plays each year, in the Spring and Autumn, supported by a programme of play readings, studio and 'café theatre' productions plus a varied programme of social events
- It tries to make sure something happens every month, sometimes more often.
- It makes sure by monthly newsletters sent by e-mail or snail mail that the membership is kept up to date with what is going on.
- It keeps the Society financially sound, maintains standards and ensures the Society is well regarded by our audiences and other organisations with which we have contact.
- And it tries to do all this in a light-hearted way so that our drama is fun, and doesn't feel too much like hard work.

So Who's on the Committee?

The Committee has four officers, Chairman, Vice Chairman, Treasurer and four elected members. There are currently two co-opted members, who have special responsibilities, though there can be additional co-opted members if the Committee thinks fit. For those of strong mind here's a link to photos of the current committee.

The Committee meets each month at the home of one of its members - usually the current Chairman - and has a jolly time sorting out everything from which member can be inveigled to direct the next play to whether the next social event has to include food and wine if we want lots of members to attend.

And who does what?

The Chairman

The Chairman sets the tone of the society and tries to keep the Committee in order.

He/she:

- Chairs committee meetings and attempts to get the Committee to do things.
- Sets the agenda of each committee meeting but adds items if and when requested by other members of the Committee.
- Ensures we have directors to direct and plays to be performed in the future.
- Acts as the public face of the Society, including giving short speeches at appropriate occasions.
- Reports on the events of the year at the Annual General Meeting.
- More than any other job on the Committee, the Chairman has the choice to make of it what he will. However no one can be Chairman (see the constitution) for more than three years.

The Vice-Chairman As the name implies, the Vice-Chairman stands in for the Chairman in his/her absence. Also the Vice-Chairman generally supports the Chairman in managing the day to day business and provides a sounding board on those many occasions where two heads are better than one. His/her term of office is also limited to 3 years.

The Secretary

This job is mainly behind the scenes but is vital to the smooth running of the society and a huge support to the Chairman. The main tasks are:

- Taking minutes of Committee meetings and recording the decisions made.
- Issuing the agenda for the AGM, taking minutes of the meeting, recording the names of members present and noting who has been elected to what, who proposed and who seconded whom.

- Sending and receiving correspondence such as the occasional letters of thanks, support, congratulation or condolence, and generally acting as point of contact.
- Making sure that we get performing rights for plays and that enough scripts are ordered.
- Keeping records such as minutes (for at least three years), the constitution, and copies of any decision that results in a significant change to how we run.
- Signing any legal and official documents on behalf of the society.

The Treasurer

Self evidently, the Treasurer looks after the money side. He/she:

- Provides auditable records and arranges an annual independent audit.
- Ensures standing costs are met. These include things like insurances, hall hire, subscriptions.
- Keeps track of money collected and money spent,
- Collects members' annual subscriptions (which requires persistence and a thick skin).
- Reports monthly to the Committee on monies spent and balances held,
- Prepares an Annual Statement of Accounts for the AGM. This will include breakdowns as to the profitability of each play and any unusual or exceptional costs.

1. Elected Committee Members

Between them the committee members do a variety of essential jobs including:

- Keeping the membership lists up to date. Harder than it sounds!
- Keeping the 'contacts' list up to date. Contacts are people who have been to our plays, liked them, and want to come again. A critical list, and it's one of the reasons we manage to sell out productions time after time.
- Preparing the monthly Newsletter. This is our primary means of keeping in touch with the membership and letting them know what events are planned. It goes out by e-mail or snail mail.
- Updating the Website. Now becoming more and more important as a means of communicating with our members, and of attracting new members.
- Resident Stage Manager. This is a critical technical role. The RSM knows how the hall and stage work, how the lights and sound are plumbed in, where everything is stored, locked and unlocked, fixes things and people, keeps the peace, and generally remembers stuff that others forget or think happens by magic somehow.
- Booking the Hall. Lots of other organisations use the Village Hall and we have to plan years ahead to get the dates we need.
- Village Hall Liaison. This is very important as it is our 'home' and we need to be involved in how it is run, identify ways in which we can offer support, either financially or through the expertise of our members, and in particular - as there are plans for a new hall to be built within the next five years - in its future development.
- New Membership Secretary. Being the first point of contact for potential members, welcoming new members and arranging for them to come along to an event.
- Publicity Manager. Contacts with the local press and people who publish parish newsletters etc. need to be maintained long term. Therefore it is better done by one of the committee than by the production team for each show. The publicity team will also organise photo shoots for the cast, rehearsal shots if needed for the press and dress rehearsal pictures, as well as making up the display boards.
- Printing. There is a well established process for printing posters, fliers and tickets organised by members of the committee.

Co-opted Members

Where none of the elected members have the expertise to fill some of the above roles the committee can co-opt other members onto the committee. Currently there are two co-opted members, the Resident Stage Manager and the member responsible for village hall liaison.

So How Do I get to Join the Committee?

Any member can become a member of the committee or indeed the Chairman. You just need to get yourself nominated by a member and seconded by another member and then hope that the rest of the membership vote for you at the Annual General Meeting of the Society. Simple!