

Current Committee Position Outlines (2024)

Chairperson

- Ensures the Rules are followed (outlined in the constitution)
- Convenes and chairs meetings, deciding who may speak and when to ensure all voices are heard and considered.
- Provides a report on the operations of the society at each Society Meeting.
- Generally oversees the operation of the society i.e. drafting timetables, following up on assigned tasks.
- Has the tie-breaker vote at meetings.
- Oversees completion of funding and grant applications.

Estimated 3-7 hours a week - peak times Week 6 - Week 1 of each term

Secretary

- Records the minutes of meetings.
- Receives and replies to email correspondence as required by the committee.
- Advises the Registrar of Incorporated Societies of any rule changes.
- Organises day-to-day information for the Society i.e. Booking sheets, membership register.
- Maintains and updates contracts with guidance from the committee.

Estimated 3-5 hours a week - peak times Week 6- Week 1 of term, before/after AGM

Treasurer

- Keeps proper accounting records of the Society's financial transactions.
- Prepares annual financial statements and presents a financial report at each Annual General Meeting.
- Regularly provides financial information to the committee.
- Creates both short- and long-term budgets and fundraising targets based on Society goals.

Estimated 1-4 hours a week - peak times Week 9 - Week 1 of term and tax time

Events Coordinator

- Liaises with the committee and external organisations to organise events (e.g. gigs, public shows, parades etc.)
- Communicates H&S requirements with all parties involved
- Organises subcommittees for events where needed.
- Creates quotes for events with guidance from the Treasurer.
- Lead the creation and organisation of an annual production

Estimated 1-7 hours a week - peak times Week 8-10 of term for showcases

Social Media and Branding

- Maintains the society's online presence across Facebook and Instagram
- Ensures a cohesive visual design and brand across website, social media, and physical communications.
- Creates advertising material and advertises society activities in accordance with the society's values.

Estimated 3-5 hours a week - peak times Week 8 - Week 1 of term when promoting

timetables

Health & Safety Officer

- Organises rigging checks no less than every 6 months.
- Monitors and records equipment condition for wear and recommends timelines for replacing equipment.
- Organises H&S sessions for members.
- Maintains H&S documentation and recommends relevant policy changes to the committee.
- Must have familiarity with rigging requirements and a current First Aid Certificate.

Estimated 1-4 hours a week - peak times rigging checks and end of term equipment reviews

Community Liaison

- Aids in gathering and organising volunteers for internal community events (Hullabaloo, social events etc) to improve community involvement.
- Builds relationships with members and their parents.

Estimated 1-3 hours a week - peak times Week 1 of term and when hosting social events

Day-to-day operations

The Chairperson, Secretary, and Treasurer monitor the day-to-day operations. They are responsible for informing the other committee members of what needs to be done and when.

The full committee meets no less than fortnightly to review operations.

Regular activities

Chairperson

- Sets agenda and organises committee and community meetings (no less than fortnightly).
- Drafts timetables for each term and holiday break

Secretary

- Records minutes of meetings (no less than fortnightly)
- Monitors email communications, alerting relevant committee members and responding to general enquiries (no less than every 2 days)
- Creates and shares enrolment lists with instructors (each term)

Treasurer

- Pays invoices received (no less than every fortnight)
- Provides updates on financial situation to the committee (no less than monthly)
- Approves and tracks distributions of vouchers/credits (as needed)
- Tracks concession card usage (weekly)
- Assists with grant applications (as needed)

Social Media

- Reshares tagged posts on Instagram (as they come in)
- Responds to messages on Social Media (no less than every 2 days)
- Promotes classes and workshops, including designing relevant posters (as needed)
- Updates website information and design (as needed)

Events Coordinator

- Leads organisation of Hullaballoos (min end of each kids term)
- Organises offsite events (as needed, roughly 1 per 2 months)
- Works with Community Liaison to organise community social/educational events (roughly 1 per 2 months)

Health & Safety

- Catalogues equipment, noting wear (no less than every 6 months)
- Organises and supervise rigging checks (no less than every 6 months)
- Prepares H&S plans for events and ensure they are followed (as needed)
- Organises community H&S information sessions i.e. spotting, basic rigging (no less than every 6 months)
- Assists Instructors with maintaining First Aid training, sourcing funding if possible, organising on-site and targeted training (no less than annually, if funding permits)

Community Liaison

- Communicates with new members during their first term to ensure they feel welcome (each term.)
- Communicates with members who don't renew their membership to see if additional support is needed to retain their membership (each term.)
- Organises social events for the community i.e. movie nights, games nights, picnics (aim for 4 a year if not more.)
- Provides the committee with a 'vibe check' from the community (as needed)