



MANAGEMENT COMMITTEE **ROLES AND RESPONSIBILITIES**

All Management Committees have an important role to play in any organization. As a member of MMCP's Management Committee, you share the following responsibilities with all Committee members:

1. Planning – establishing and reviewing strategic and operational plans.
2. Policy and decision-making – establishing policies/procedures and record decisions and actions on matters concerning the organisation.
3. Management – making sure everyone does their job, that the organisation is properly administered, and that the Committee is actively involved in the activities of the group.
4. Legal – ensuring the organisation is incorporated, keeps proper records, and complies with any relevant legislation and ***MMCP Inc Rules***
5. Financial – ensuring that all finances are properly managed, that records are audited annually and that accountability requirements of funding providers are fulfilled
6. Evaluation – monitoring all activities by the organisation with feedback contributing to the continuous improvement in governance and service delivery.

As a member of the Management Committee, you should:

- * act honestly and in good faith
- * ensure the organization carries out activities in accordance with its intended purpose
- * act in the best interests of the organization
- * exercise powers for their proper use
- * respect privacy and confidentiality of information obtained in the course of the operation of the organization
- * disclose potential conflicts of interest as they arise and remove yourself from that particular discussion or decisions.
- * adhere to *MMCP's Policy and Procedures*

Members of MMCP's Management Committee will have specific tasks identified for them.

COMMITTEE MEMBERS' RESPONSIBILITIES

- * Attend monthly Management Committee meetings
- * Support Committee deliberations by participating actively and constructively in discussions and decisions during Management Committee meetings
- * Support all decisions outside the Committee meetings
- * Volunteer to support organisational activities as time allows
- * Keep in touch with the volunteers, other Committee members and community
- * Contribute to strategic/operational planning processes and monitor performance
- * Ensure any tasks assigned are completed within designated timeframes
- * Take part in induction and training sessions as required
- * Represent the organization at significant community events
- * Adhere to *MMCP Inc Rules* and *MMCP's Policies and Procedures*
- * Assist with costume/props hire when required
- * Liaise with pest control, mowing contractor, fire services
- * Check that all dressing rooms at venues or at Lamb St Workshop are left clean and tidy (e.g. empty bins, wipe benches, clean toilets)
- * After any show has finished, assist with return of all scenery, props, costumes, sound and lighting equipment returned to the group's storage area (and return borrowed items to original owners)
- * Take responsibility for monthly cleaning duties at The Lamb St Workshop (refer to Cleaning Checklist).

IN ADDITION TO COMMITTEE MEMBERS' GENERAL RESPONSIBILITIES, EACH COMMITTEE MEMBER ELECTS TO TAKE RESPONSIBILITY FOR ADDITIONAL ROLES AS FOLLOWS:

<u>PRESIDENT'S RESPONSIBILITIES</u>	<u>SECRETARY'S RESPONSIBILITIES</u>	<u>TREASURER'S RESPONSIBILITIES</u>
<ul style="list-style-type: none"> * Act as a spokesperson for the organization and maintain an effective relationship with the community * Ensure the Management Committee provides leadership for the organization, including fulfilling accountability requirements, e.g. service agreements, funding requirements, etc. * Stay in touch with other Committee members * Be familiar with the MMCP Inc Rules, key aspects of service delivery, strategic and operational plans of the organization * Monitor and review organizational progress * Maintain an effective working relationship with the Committee, volunteers, performers, parents and families and other organizations * Represent the organization at significant community events * Chair Management Committee meetings and act as the final casting vote when voting is tied * Ensure meetings of the Management Committee are held and develop the meeting agenda with the Secretary * Prepare and present monthly reports and an annual report for the Management Committee 	<ul style="list-style-type: none"> * Prepare and distribute to all Committee members, copies of agenda, reports and minutes of Committee meetings * Be familiar with the MMCP Inc Rules and apply correct meeting procedures * Assist the President to prepare and collate monthly meeting agenda * Take notes of key issues, discussion points and decisions, prepare accurate minutes and distribute to Management Committee members on a timely basis * Maintain a Members' Register * Maintain a file of all signed, original copies of Minutes of Meeting * Keep appropriate records in a safe place * Write any letters or correspondence as directed by the Management Committee * Collect and collate all correspondence (check post office box and emails) 	<ul style="list-style-type: none"> * Be responsible for handling the finances of the organization * Ensure true and accurate financial records are kept * Ensure receipts/invoices are written for all money received and that monies are banked promptly * Ensure all accounts are checked, authorized and paid prior to their due date * Ensure all transactions are processed in accordance with organizational approved authorities * Keep Management Committee regularly informed (monthly) of the organization's financial position * Ensure that the financial records are ready for the annual audit and prepare draft financial statement for audit * Present Treasurer's Report, Auditors' Report and audited financial statements to Annual General Meeting

<u>VICE PRESIDENT'S RESPONSIBILITIES</u>	<u>PUBLICITY OFFICER'S RESPONSIBILITIES</u>	<u>SPONSORSHIP CO-ORDINATOR: Janet</u>
<ul style="list-style-type: none"> * Act as a spokesperson for the organization and maintain an effective relationship with the community * Maintain an effective working relationship with the Committee, volunteers, performers, parents and families and other organizations * Represent the organization at significant community events * Assist the President to ensure the Management Committee provides leadership for the organization, including fulfilling accountability requirements, e.g. service agreements, funding requirements, etc. * In the absence of the President, chair Management Committee meetings and act as the casting vote when voting is tied * In the absence of the President, ensure meetings of the Management Committee are held and develop the meeting agenda with the Secretary * In the absence of the President, prepare and present monthly report and an annual report for the Management Committee 	<ul style="list-style-type: none"> * Act as a spokesperson for the organization and maintain an effective relationship with the community * Represent the organization at significant community events and act as a liaison officer for media at all events * Develop a good knowledge of the workings of various elements of the media * Build and become familiar with all local media personnel and build up a contacts list including television, radio and newspaper * Develop media releases concerning upcoming events, interesting personalities and individual highlights or achievements to present the club in the best possible light * Promote club activities through free media channels (e.g. community events, newspapers, noticeboards, websites and radio segments) * Liaise with Producers for each show to ensure that artwork for posters, flyers, social and print media meets legal requirements * Liaise with Sponsorship Co-ordinator to ensure sponsors get appropriate recognition as per their agreed sponsorship package and provide sponsors with advertising deadlines * Liaise with show Producers in distributing complimentary tickets to strategic people 	<ul style="list-style-type: none"> * The Sponsorship Co-ordinator is the chief organizer of raising sponsorship funds for the Club * Review the current Sponsorship Package and be familiar with what the club promises to sponsors. Address any shortfalls/changes with the committee * Seek new club sponsors and meet with potentials to outline what services they would value most * Maintain a signed commitment contract or memorandum of understanding with each club sponsor * Liaise with Treasurer to send sponsorship payment invoice. Sponsorship Co-ordinator to follow up with sponsors regarding unpaid accounts * Liaise with Publicity Officer and provide sponsor with key tasks and timelines * Liaise with Publicity Officer to ensure sponsors get appropriate recognition as per their agreed sponsorship package and are featured prominently in show advertising * Liaise with Show Producers (who will organize the functions and complimentary tickets with venues) to advise Producer of tickets required for shows and numbers attending functions

	<ul style="list-style-type: none"> * Liaise with Club photographers to ensure quality photography and that all subjects in images have signed a Photograph Consent form * Liaise with Webmaster to ensure that updated publicity information is included on website * Oversee collation and printing of show programs, working with the Producers and liaising with directors and art person for each show * Consider opportunities for post-show publicity * Keep the Producer for each show informed of all advertising done and work within designated show Publicity budget * Maintain a sound understanding of on-going and future Club activities * Prepare and present monthly reports for the Management Committee. This report could include media releases that have been prepared or sent. Help maintain and add to an historical collection for the club. 	<ul style="list-style-type: none"> * Ensure sponsor representatives are met when attending functions * Send out a thank you at the completion of the season and a sponsor survey (with assistance from Webmaster) to support planning for the following year * The Sponsorship Co-ordinator is responsible for maintaining good relationships with sponsors and should be the first point of contact if a problem arises
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<u>SETS/PROPS CO-ORDINATOR:</u> <u>Marina & Molly G</u>	<u>COSTUME CO-ORDINATOR: Tonia</u>	<u>EQUITY & WELFARE OFFICER</u> (on a show-by-show basis) ____
<ul style="list-style-type: none"> * Provide assistance and guidance to show production teams regarding available club assets and their usage * Co-ordinate appointments and liaise with hirers regarding hire of equipment * After any show has finished, ensure all scenery and sets and props have been returned to the group's storage area (and return borrowed items to original owners) * Ensure details of all hires are recorded on Hire Agreements and copy given to Treasurer for payment reconciliation * Co-ordinate volunteers to assist with clean-up of area following show finalization * Develop a working knowledge of sets and props available 	<ul style="list-style-type: none"> * Provide assistance and guidance to show production teams regarding available club assets and their usage * Co-ordinate appointments and liaise with hirers regarding hire of equipment * After any show has finished, ensure all costumes have been returned to the group's storage area (and return borrowed items to original owners) * Ensure details of all hires are recorded on Hire Agreements and copy given to Treasurer for payment reconciliation * Co-ordinate volunteers to assist with ongoing costume cleaning and repairs * Co-ordinate volunteers to assist with clean-up of area following show finalization * Develop a working knowledge of costumes available 	<ul style="list-style-type: none"> * Manage a comfortable and equitable environment for cast, crew, production team and orchestra, throughout the entire production process * Act as a confidante for anyone on the production who may be experiencing difficulties with the environment of the production, and directing anyone with ongoing personal issues to a professional care network, as appropriate * Ensure that the MMCP Code of Conduct is followed by all production team members * Assist in making a warm environment for all auditionees * Making an effort to be approachable to all members of the production - cast, crew, orchestra and production team * Attend at least one rehearsal a week, and regular attendance at band rehearsals and production meetings * Follow up on all issues and concerns in a timely manner (48hours) in accordance with MMCP's Complaint Policy and Grievance Policy * Look for mentorship and growth opportunities and training

<u>VOLUNTEER RECRUITMENT OFFICER: Ken</u>	<u>SOCIAL MEDIA OFFICERS: Molly R & George</u>	<u>SOCIAL CO-ORDINATORS: Isabelle & Andrea</u>
<ul style="list-style-type: none"> * Approach and follow up cast members to volunteer some of their time for offstage production assistance required for each show * Attract and recruit new volunteers to the club (i.e. Volunteer's Expo, posts at retirement villages, sewing/craft groups & Men's Shed groups etc.) * Identify ways of training volunteers and sourcing grants and workshops to improve volunteers' experience * Identify methods of recognizing volunteers (i.e. profile a volunteer on Fbk) * Facilitate a volunteer register containing contact details and skills summary 	<ul style="list-style-type: none"> * Administer the club's social media presence (including answering Facebook enquiries) * Responsible for the deliberate planning, strategy and timeline of posts * Create a regular publishing schedule to manage content and promote content through social advertising * Liaise with all committee roles to oversee and publish all social media posts devised * Ensure MMCP social media content is in accordance with various legislation (i.e. show licensing contracts, copyright, APRA, AMCOS, Child Protection and Privacy legislation) * Ensure all material on MMCP Cast Rehearsal Pages is appropriate for the audience on the page * Examine and analyze social media traffic 	<ul style="list-style-type: none"> * Develop and submit proposals of social programs and functions to the committee for approval * Submit information on a regular basis to the Webmaster advising members of forthcoming activities and events * Organize and conduct social events for all club members * Liaise with various people from both within and outside the club to ascertain club's social requirements * Liaise with Treasurer regarding supplies, tea/coffee, milk, soft drinks & chocolates * Cash handling for social activities * Help organize meals and BBQ activities * Co-ordinate Christmas break-up and volunteer thank you functions * Liaise with Producers regarding cast break-ups following shows * Liaise with Volunteer Recruitment Officer for ways to assist with volunteer retention by providing food / meals at special times

<u>WEB MASTER: Ken</u>	<u>SAFETY/FIRST AID OFFICER: Harry</u>	<u>SHED HOSTS: (all Committee on Rotation excl. SETS/PROPS & COSTUME CO-ORDINATOR)</u>
<ul style="list-style-type: none"> * Develop brand awareness and management of online reputation reputation of MMCP * Maintain websites ensuring the websites and software are functioning properly and are available to users * Revise and update web pages, examining and analyzing website traffic * Regulate and manage access rights of different users on website * Identify and improve organizational development aspects that would improve content including Member and Committee sections with appropriate information (i.e. Policies and procedures, audition and show details, historical photo galleries) * Decide how website's content will be delivered to the Internet * Test different browsers and ensure people with different computers can access website * Liaise with all committee roles to oversee and publish all website content * Ensure MMCP website content is in accordance with various legislation (i.e. show licensing contracts, copyright, APRA, AMCOS, Child Protection and Privacy legislation) * Liaise with Publicity Officer and Secretary to maintain digital database of contacts for auditions and prospective marketing to audiences * Conduct surveys with auditionees and audiences to gain feedback regarding our processes and performances * Help maintain and add to an historical gallery for the club on website 	<ul style="list-style-type: none"> * Implement the Risk Management policy including safety checklists as appropriate (e.g. building checks) * Be familiar with the association's safety policies and guidelines and create new policies where needed * To work towards a safe environment for all performers, volunteers, members and supporters * Be accessible to answer any safety related queries * Ensure that the Club's PPE is kept up-to-date with stocked items and that equipment is in working order * To provide First Aid as required to performers and members of the public * Be familiar with the club's First Aid equipment and have Mobile First Aid Kit at hand for use at rehearsals and/or performances * Ensure that the Club's First Aid Kits are kept up-to-date with required items and that equipment is in working order 	<ul style="list-style-type: none"> * Approach and follow up cast members to volunteer some of their time for offstage production assistance required for each show * Regular attendance as a Shed Host on a rostered basis at Working Bees, scheduled during the day on the 1st, 2nd and 3rd Saturdays and at night on the 4th Thursday of the month. * As a Shed Host, provide an induction to new volunteers: <ul style="list-style-type: none"> > Welcome to shed & assist in making a warm environment for all volunteers > Join volunteers on "Joinit" > Shed Induction (Sign-in, toilets, water, first aid, evacuation, covered shoes & other PPE, tools & equipment location, introductions to persons in charge & other volunteers) > Prepare morning tea / drinks / lunch > Supervise volunteers or assign other members to supervise > Check in on volunteers

WEEKLY CLEANING DUTIES & ROSTER – 2022/2023

OCTOBER	Molly R
NOVEMBER	Marina
DECEMBER	Tonia
JANUARY	Ken
FEBRUARY	Isabelle
MARCH	Harry
APRIL	Molly G
MAY	George
JUNE	Janet
JULY	Andrea
AUGUST	Richard
SEPTEMBER	George
OCTOBER	Tonia

Cleaning to be done at least weekly.

Cleaning equipment is located near, under the sink area, and in the toilet areas.

Brooms and mop located near the fridge.

Empty the bins in the bathrooms and replenish toilet paper, hand towel, soap, sanitiser etc.

Clean and disinfect toilets.

Mop bathroom area.

Clean and sanitise sink areas in the bathrooms and kitchen areas.

Wash up and put away any crockery and cutlery.

Clean out old food from the fridge and empty the bins from inside the shed into outdoor bins.

Sweep available shed floor area.

Restock chocolates and soft drinks in the fridge with petty cash from fridge container.

If cleaning products need to be replenished, contact the Treasurer.

SHED HOSTS' ROSTER - 2023

MONTH	SATURDAY 10am -	SATURDAY 10am -	SATURDAY 10am -	THURSDAY 7pm – 9pm	SATURDAY 10am -
JANUARY	7 th	14 th	21 st	26 th	
FEBRUARY	4 th	11 th	18 th	23 rd	
MARCH	4 th	11 th	18 th	23 rd	
APRIL	1 st	8 th	15 th	20 th	29 th
MAY	6 th	13 th BUMP-IN	20 th NO BEE	25 th	
JUNE	3 rd	10 th	17 th	22 nd	
JULY	1 st	8 th	15 th	20 th	29 th
AUGUST	5 th	12 th	19 th	24 th	
SEPTEMBER	2 nd NO BEE	9 th	16 th	21 st	30 th
OCTOBER	7 th	14 th	21 st	26 th	
NOVEMBER	4 th	11 th	18 th NO BEE	23 rd	
DECEMBER	2 nd	9 th	16 th	NO	