

POSITION: Executive Committee	Senior Vice- President
DRAFT DATE	July 2017
APPROVED DATE	[date] [month] 2017



The Senior Vice-President, along with the President, is part of the leadership within Old Nick and can be a representative face of Old Nick.

The primary duties of the Senior Vice- President are:

1. The Senior Vice-President will assume the responsibilities of the President if the President is unable to fulfil their duties due to absence or unavailability;
2. Be the 'Public Officer' for the Association;
3. Maintain custody of the Seal of Association and administer according to Article requirements;
4. Be responsible for notifying relevant government departments about key contacts and any changes as and when they happen;
5. The following committee positions report to the Senior vice-president;
 - Marketing Manager;
 - Social Media Officer;
 - Association Historian;
 - Social Coordinator;
6. Attend and participate in the regular executive meetings;
7. Attend and participate in other subcommittees, where appropriate and applicable;
8. Undertake any other duties as required by the President.

POSITION: Executive Committee	Vice- President
DRAFT DATE	July 2017
APPROVED DATE	[date] [month] 2017



The Vice-President, along with the President and Senior Vice-President, is part of the leadership within Old Nick and can be a representative face of Old Nick.

Reports to: President

The primary duties of the Vice- President are:

1. The Vice-President will assume the responsibilities of the President if the President is unable to fulfil their duties due to absence or unavailability and the Senior Vice-President is also unable to step up
2. Maintain and update the membership register;
3. Keep the membership updated with events and any promotions, advertisements and auditions notices that may come from other members of the committee;
4. The following committee positions report to the vice-president;
 - Productions Chairperson;
 - Wardrobe Manager;
 - Facilities Manager;
 - Asset Manager;
5. Attend and participate in the regular executive meetings;
6. Attend and participate in other subcommittees, where appropriate and applicable;
7. Undertake any other duties as required by the President.

POSITION: General Committee	Asset Manager
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The Asset Manager's role is responsible for the maintenance and upkeep of Old Nick's assets, as well as all chattels, props and associated physical items of Old Nick's building (excluding costumes and assets).

Reports to: Vice-President

The primary duties of the Asset Manager are:

1. Maintain the properties room and keep a register of props;
2. Ensure set assets are maintained and repaired; e.g.; flats, stairs and rostrum etc.;
3. Maintain, clean and repair items such as;
 - the company BBQ,
 - Cleaning equipment;
 - Kitchen equipment;
 - Meeting tables, chairs, couches, whiteboard etc.;
 - Sound system;
4. Maintain, clean and repair the Old Nick sound board, mics, glitter ball, keyboards;
5. Set hiring fee schedule for hiring assets and re-consider pricing options, when required. Only go to the committee for extraordinary situations;
6. Generate the invoice and forward to the Treasure for issuing an invoice to the hirer;
7. Maintain, repair and replace where needed workshop electrical equipment;
8. Maintain and repair Old Nick Treasure - Nevil and road case;
9. Attend and participate in the regular executive meetings as requested by the executive;
10. Attend and participate in other subcommittees, where appropriate and applicable;
11. Undertake any other duties as required by the Executive Committee.

POSITION: General Committee	Marketing Manager
DRAFT DATE	July 2017
APPROVED DATE	[date] [month] 2017



The role of the Marketing Manager is to implement effective marketing and promotional strategies for Old Nick and the promotion and advertising of all Old Nick shows. in direct liaison with Committee, Production Managers and any other representatives, when and where required.

Reports to: Senior Vice-President

The primary duties of the Marketing Manager are:

1. Develop and implement effective audience development and engagement strategy, and action plan, and report to committee;
2. Chair a subcommittee of volunteers to facilitate the marketing of Old Nick and their shows;
3. With information from the Productions Chairperson manage a season brochure process from design to distribution;
4. Liaise with the Directors of Old Nick productions to advertise their show and produce a show program. Either themselves or engaging and liaising with a graphic designer, within the costs of the budget.
5. Create and supply the Social Media Officer with advertisements to go on the website and Facebook page; and supply the Senior Vice-President/public officer with various notices for the membership;
6. Manage and operate the tri-booking system when required, or liaise with the booking agent used by the show;
7. For each show oversee the box office preparation and operation. Liaise with volunteers to operate front of house duties during the run of a show according to the venue stipulations;
8. Maintain show statistics of sales and attendance for Old Nick shows;
9. Liaise with other committee members to promote special events to the public and to the membership. Eg; anniversary celebrations and any festivals or conventions requiring Old Nick promotion;

10. Attend and participate in the regular executive meetings as requested by the executive;
11. Attend and participate in other subcommittees, where appropriate and applicable;
12. Undertake any other duties as required by the Executive Committee.