

<b>POSITION: Executive Committee</b>	<b>President</b>
DRAFT DATE	July 2017
APPROVED DATE	[date] [month] 2017



The President is the ‘face’ of the Company who provides a good public image, leadership within Old Nick and oversees the Committee.

The primary duties of the President are:

1. Acts as chairperson on Committee Meetings;
2. Manage the Annual General Meeting;
3. To act as a spokesperson for the Company;
4. Represent the Company at invited functions and events, such as other theatre shows;
5. Ensure Committee Members fulfil their responsibilities for the Committee;
6. In conjunction with the Secretary, prepare a report to present at the Annual General Meeting (AGM);
7. Overseeing (at the AGM) the recruitment of new Committee Members, as well as finding replacements in the event of a resignation of a member from Committee in all cases other than at the AGM;
8. Create and maintain networks with related associations;
9. Act as a signatory to the organisation’s bank accounts, cheque accounts, (along with the Secretary and Treasurer);
10. Attend and participate in the regular executive meetings;
11. Attend and participate in other subcommittees, where appropriate and applicable.

<b>POSITION: Executive Committee</b>	<b>Senior Vice- President</b>
DRAFT DATE	July 2017
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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.

Reports to: President

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.

<b>POSITION: Executive Committee</b>	<b>Vice- President</b>
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.

<b>POSITION: Executive Committee</b>	<b>Secretary</b>
DRAFT DATE	July 2017
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The secretary is the chief administration officer for the Company. This person provides the co-ordinating link between members, the Committee and outside agencies.

Reports to: President

The primary duties of the Secretary are:

1. Prepare the agenda for Committee meetings;
2. Make arrangements for Committee meetings including venue, date, and times;
3. Send adequate notice of the Committee meetings;
4. Record and distribute the minutes of all Committee meetings in a timely manner;
5. Record and distribute the minutes of the AGM in a timely manner;
6. Check the mail box twice weekly and manage incoming/outgoing correspondence, including:
  - reading, replying and filing correspondence promptly;
  - ensuring all accounts correspondence is passed on to the Treasurer;
  - reporting all correspondence to Committee via the monthly agenda; and
  - keeping records of all correspondence;
7. In conjunction with the President, prepare a report for the Annual General Meeting;
8. To maintain files/records of all legal documents including the Articles of Association;
9. To maintain a database of all Old Nick Members, past and present;
10. Attend and participate in the regular executive meetings;
11. Attend and participate in other subcommittees, where appropriate and applicable;
12. Undertake any other duties as required by the President.

<b>POSITION: Executive Committee</b>	<b>Treasurer</b>
DRAFT DATE	July 2017
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The Treasurer is responsible for the financial management of the Company, which includes the handling and recording of all bank transactions, invoices out, invoices and claim paying, bill paying and the reporting of these transactions back to the committee.

Reports to: President

The primary duties of the Treasurer are:

1. Ensure that adequate accounts and records exist regarding the organisation's financial transactions including accurate and up-to-date records of all income and expenditure (through whatever necessary software is required);
2. Monitor the organisations cash flow and expenditure;
3. Issue receipts and promptly deposit all monies received into the Old Nick account with the Commonwealth Bank of Australia;
4. Make all approved payments and invoice groups/members promptly;
5. Act as the signatory to the organisation's bank accounts, cheque accounts, (along with the President and/or Public Officer);
6. Responsible for preparing and the lodgement of the quarterly BAS
7. Responsible for arranging the audit and liaising with the auditor;
8. Prepare and present an annual financial report at the AGM;
9. Prepare and present regular monthly financial statements to the Committee at meetings;
10. Attend and participate in the regular executive meetings;
11. Attend and participate in other subcommittees, where appropriate and applicable;
12. Undertake any other duties as required by the President.

<b>POSITION: General Committee</b>	<b>Productions Chairperson</b>
DRAFT DATE	July 2017
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The role of the Productions Chairperson within the Old Nick Company is a critical one. This person is the conduit between a production team and the Committee. The Productions Chairperson should be a friendly and experienced Production Manager/ Producer that can advise and help through a show process from application to bump out.

Reports to: Vice-President

The primary duties of the Productions Manager are:

1. Act as the conduit between all production teams and the Committee;
2. Oversee the submissions to the Company for productions;
3. With the assistance of the Committee or a Subcommittee, make recommendations to the Committee about which submissions to proceed with for that year;
4. Act as Production Manager for all shows commissioned until a suitable Production Manager has been appointed (duties may include applying for royalties, booking theatres and rehearsal spaces);
5. Maintain and update a Productions Manager kit;
6. In conjunction with the Treasurer create budgets for Old Nick productions. And with the show Production Managers ensure the budgets are adhered to;
7. Assist and advise the Director of each production around the appointment of a suitable production team;
8. Engage with casting on all productions to ensure fairness;
9. Be a part of the cast Facebook page of each show to coordinate social events;
10. Attend first rehearsals of all productions to welcome all cast and explain their membership;
11. Attend and participate in the regular executive meetings as requested by the executive;
12. Attend and participate in other subcommittees, where appropriate and applicable;
13. Undertake any other duties as required by the Executive Committee.

<b>POSITION: General Committee</b>	<b>Wardrobe Manager</b>
DRAFT DATE	July 2017
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The Wardrobe Manager's role is responsible for the maintenance and upkeep of the Company's expansive wardrobe collection. Also, be the public contact through the hiring of costumes.

Reports to: Vice-President

The primary duties of the Wardrobe Manager are:

1. Attend to costume hire enquiries;
2. Respond and collect costume donations;
3. Send out and follow up tax invoices for payment of costume hire;
4. Ensure costumes are returned on time and in a satisfactory condition;
5. Re-hang returned costumes and when necessary wash and repair costumes on return;
6. Regularly check through costumes and cull costumes, where and when required and repair costumes as needed;
7. Maintain the general upkeep of the costume space and the storage of costumes;
8. Responsible for purchasing cleaning materials (washing up powder etc) for cleaning of costumes - Old Nick will reimburse;
9. Be the contact and arrange times for the public to hire costumes, on return generate the invoice and forward to the Treasure for issuing an invoice to the hirer;
10. Set hiring fee schedule for hiring and re-consider pricing options, when required. Only go to the committee for extraordinary situations;
11. Ensure fee schedules are maintained on the Old Nick webpage and other areas, where necessary;
12. Committee allocated an expense amount of \$50 per month to spend on up-keep, costume purchase and what is necessary for the organisation of the wardrobe area;
13. Attend and participate in the regular executive meetings as requested by the executive;

14. Attend and participate in other subcommittees, where appropriate and applicable;
15. Undertake any other duties as required by the Executive Committee.

<b>POSITION: General Committee</b>	<b>Facilities Manager</b>
DRAFT DATE	July 2017
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The Facilities Manager's role is responsible for the maintenance and upkeep of Old Nick's Letitia Street premises. (excluding costumes and assets).

Reports to: Vice President

The primary duties of the Property Manager are:

1. Coordinate all property repairs and maintenance;
2. Ensure building is compliant with building code by arranging regular building surveys every two years, to stay compliant with insurance requirements as a public space;
3. Liaise with all rehearsal tenants to book times, generate the invoice for rehearsal space times and forward to the Treasurer for issuing an invoice to the hirer;
4. Maintain tenant hire data-base and track all invoicing;
5. Maintain access to Letitia St site by monitoring all building keys and alarm access;
6. Email all tenant hire invoices to the Treasurer;
7. Set hiring fee schedule for hiring venue and re-consider pricing options, when required. Only go to the committee for extraordinary situations;
8. Aim to improve rental income each year by garnering return custom;
9. Purchase toilet supplies and general kitchen supplies, to be reimbursed by Old Nick;
10. Maintain the Workshop consumables and ensure it remains a safe working environment;
11. Liaise with Tas Fire Service to do the annual check on fire extinguishers;
12. Put rubbish out weekly;
13. Regularly check building security ensuring the building and contents are secure and protected;

14. Report to Committee on all building maintenance, and state cost effective methods to repair items within annual budget, where applicable;
15. Attend and participate in the regular executive meetings as requested by the executive;
16. Attend and participate in other subcommittees, where appropriate and applicable;
17. Undertake any other duties as required by the Executive Committee.

<b>POSITION: General Committee</b>	<b>Asset Manager</b>
DRAFT DATE	July 2017
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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.

<b>POSITION: General Committee</b>	<b>Marketing Manager</b>
DRAFT DATE	July 2017
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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.

<b>POSITION:</b> General Committee	<b>Social Media Officer</b>
DRAFT DATE	July 2017
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The role of the Social Media Officer is to manage all social and other media on behalf of the Old Nick Company, in direct liaison with Committee and any other representatives, when and where required.

Reports to: Senior Vice-President

The primary duties of the Social Media Officer are:

1. Manage the Old Nick website;
2. Add required materials, audition notices and advertisements on the Old Nick website from time to time and as required;
3. Manage the Old Nick Facebook group page;
4. Add required materials, audition notices and advertisements to the Old Nick Facebook page from time to time and as required;
5. Generate and update an Old Nick Twitter account, Blog and any other social media device;
6. Provide generalist IT support and take on responsibility for the domain registration for Old Nick;
7. Liaising with media outlets like radio, print and TV;
8. Manage the Old Nick survey site, database and data;
9. Prepare and issue surveys to the registered database from time to time and as required;
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.

<b>POSITION: General Committee</b>	<b>Association Historian</b>
DRAFT DATE	July 2017
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The Association Historian has a vital role in the generation of the Old Nick sense of what we are and where we've come from.

Reports to: Senior Vice-President

The primary duties of the Records & History Officer are:

1. Maintain the current archive of records/history of the Old Nick Company, including (but not limited to) show memorabilia, posters, media and artefacts;
2. Collect and store scripts, sketches and jokes from Revue shows and brainstorming evenings for future use;
3. Liaise with production manager to obtain photos from Old Nick shows for historical photo albums;
4. Collect and store a minimum 2 posters/programs from each Old Nick production during the year;
5. Collect another poster to be block mounted for the 'Hall of Fame';
6. Be the receiver and maintain the Old Nick show tapes and DVD's;
7. Create, update and maintain a history database for the Old Nick records;
8. When a significant anniversary event come due supply the makings of a historical display appropriate for the venue obtained;
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.

<b>POSITION: General Committee</b>	<b>Social Coordinator</b>
DRAFT DATE	July 2017
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The Social Coordinator organises all social events for the Old Nick Company. Part of this will be the formation of a subcommittee to affect the duties efficiently.

Reports to: Senior Vice-President

The primary duties of the Social Coordinator are:

1. Plan, book and organise the Old Nick Annual dinner;
2. Oversee the first meet and greet BBQ's for cast and crew of Summer School, Uni Revue and other plays put on by Old Nick;
3. Coordinate opening and closing night events with PM's for Old Nick productions, and other events where advised by the President;
4. Organise refreshments for the annual AGM;
5. Organise the refreshments required in the venue's front of house for Old Nick productions like the Summer School productions and plays put on at venues requiring organising refreshments;
6. Liaise with Sponsors
7. Liaise with PM's to ensure the accommodation and social events for Uni Revue while in Launceston are done in a timely manner;
8. Attend and participate in the regular executive meetings as requested by the executive;
9. Attend and participate in other subcommittees, where appropriate and applicable;
10. Undertake any other duties as required by the Executive Committee.