

THE OPERATIONAL COMMITTEE

All members of the Tockwith Players are encouraged to join the Operational Committee or an Operational Team. By becoming a Leader on the Operational Team you are making a commitment to the Players but this in turn gives you the opportunity to shape the future of the Players and to vote on issues.

Membership Secretary

Responsible for keeping membership up to date. Encouraging and welcoming new members. Maintain and share the database.

Work with publicity to help market the group. Keep welcome pack up to date. Keep Friends informed of our activities.

Social and Fundraising Secretary

Organises social calendar for the group with the help of a Team

Regular meetings with Team and then communication with the group

Works alongside the chair to produce newsletters and programme for the year.

Village Hall Representative

Attends monthly Village Hall Management Meetings. Acts as a go between the two committees.

Group Publicity

This role could be split into its components. It includes

Publicising the group and its activities

Encouraging membership

Sponsorship

Website

Facebook /Twitter

Helping to facilitate publicity for productions

Youth Representation

An adult member of the group who represents the youth.

Organises, facilitates, represents, liaises, suggests, helps the younger element of the group

Works with the Youth on projects or delegates this and enables them to fulfil their potential.

Acts as a go between with Grow ups. Their voice at meetings alongside the Youth Member

Communicates to the Youth regularly.

Supervises the Youth when they take on roles backstage.

Helps the chaperone when children are involved in production.

Library and Scripts

Sources books and material. Helps in selection of production material.
Manages the loan of books and maintains our library collection.

Catering

Oversees the kitchen supplies. Re stocks as necessary. Keeps kitchen cupboards in order.

Wardrobe

Maintaining our wardrobe. Sourcing supplies. Overseeing the storage of costume and annual sorting. Oversee production budget.

Props

Maintaining prop supplies. Sourcing supplies. Overseeing the storage of props and annual sorting. Oversee production budget.

Shed and Stage Monitor

Keeping the shed reasonably organised. Stage maintenance.
Looking at storage

Set Monitor

Works closely with shed and stage monitor.
Oversees the elements that come together as set. Maintains supplies.
Creative input.

Technical

The organisation, maintenance, programming, sourcing of sound and light
Dissemination of knowledge, training and mentoring.
Follow up of technical review.
Putting into place a document which details the procedures for setting up and working with equipment. Making sure procedures are adhered to.

Make Up

Maintaining, sorting and keeping make up in date and useable.
Setting budgets