

**How-To Guide**

**Chairman**

**Role description in brief:**

The chairman takes overall responsibility for the running of BROS, he/she works with a committee and a President of the company to make decisions and set direction for the company as a whole.

**Main responsibilities:**

* To hold, promote and with help from the committee implement a clear a vision for the society and its membership.
* Effectively oversee the management of the society by whatever means are necessary, but primarily by managing a schedule of monthly committee meetings, taking the lead where necessary.
* To be responsible for the financial dealings of the society working in conjunction with the Treasurer
* To liaise closely with the elected committee members and collaborate with them on decision making when necessary.
* To oversee the development of a programme of Musical Theatre productions for the membership to take part in.
* To represent the society and act as its spokesperson when necessary, acting as the main point of contact for anything to do with the society and its shows.
* To be familiar with the constitution and rules of the society.
* Support the Production Teams to ensure each BROS production is a success
* Ensure BROS delivers value to its membership
* Effectively manage day to day operations of BROS securing the help of committee members wherever possible.
* Develop and grow relationships with local venues and arts organisations.
* To be prepared to act as a final arbiter in situations of conflict having taken advice from members of the committee.

**Responsibilities in detail**

* To hold, promote and with help from the committee implement a clear a vision for the society and its membership.
* Effectively oversee the management of the society by whatever means are necessary, but primarily by managing a schedule of monthly committee meetings, taking the lead where necessary.
	+ Following AGM set up a schedule of meetings for the year ahead
	+ Agree and publish an agenda for each meeting
	+ Ensure that the minutes are completed and distributed by the secetary
	+ Chair the committee meetings to ensure agenda items are given appropriate discussion time.
	+ Agree decisions with committee, going to a vote if necessary.
* To be responsible for the financial dealings of the society working in conjunction with the Treasurer.
	+ Regular reviews of production budgets with Treasurer.
	+ Ensure any budget issues are discussed with committee
* To liaise closely with the elected committee members and collaborate with them on decision making when necessary.
	+ Primarily at committee meetings, although collaboration/consensus can be reached over emails when necessary.
* To oversee the development of a programme of Musical Theatre productions for the membership to take part in.
	+ Involving the committee, production teams and membership where necessary to deliver a varied calendar of productions.
	+ Aim to have scheduled at least 18 months in the future
* To represent the society and act as its spokesperson when necessary, acting as the main point of contact for anything to do with the society and its shows.
* To be familiar with the constitution and rules of the society.
	+ The constitution can be found here
* Support the Production Teams to ensure each BROS production is a success
	+ To work closely with the production team, with the help of a committee liaison representative
* Ensure BROS delivers value to its membership
	+ To create an open dialogue with members and respond to their rquirements when appropriate.
* Effectively manage day to day operations of BROS securing the help of committee members wherever possible.
	+ Manage the email communications into Chair email address and manage response accordingly.
* Develop and grow relationships with local venues and arts organisations.
	+ The previous chair should pass on any contacts with local venues and organisations.
* To be prepared to act as a final arbiter in situations of conflict having taken advice from members of the committee.