

**How-To Guide**

**Officer Without Portfolio**

**Role description in brief:**

An ambassador for the society in which the duties of the member shall be to safeguard the interests of the membership, and encouraging members to take a full and active part in the running of the society. To regularly contribute ideas and solutions in which to achieve the society’s objectives. Additionally, supporting other committee members when required and helping to establish a consistent committee ‘presence’ during rehearsals, social events, performances and meetings.

**Main responsibilities:**

* Attend monthly committee meetings
* Offer support with specific tasks (e.g. setting up for an event, writing for ‘Chorus Lines’, front of house)
* Attend social events and act as a friendly face to welcome new members
* Support the committee in selecting future productions
* Talk to members and gather their feedback
* Offer advice to new members
* Keep a regular eye on the social networking sites and respond wherever possible
* 'Push' the society’s volunteering ethos to everyone
* Assist other committee officials whenever they become overstretched!

**Responsibilities in detail**

Being a general Committee member is about much more than simply attending meetings, although that is one of a committee member’s tasks! You should see it as an active not a passive role. Obviously you do need to attend meetings, but you also need to be aware of what your committee is authorised to do, and to work with the other members of the committee to reach a consensus, so enabling business to be completed, or to move on through the committee structure.

This committee part can be played by almost anyone who doesn’t fit into the other society roles. He or she is there to bring a “man- or woman-on-the-street” viewpoint to all discussions whilst at all times having the membership’s best interests at heart.

**Notes and potential difficulties:**

* This really isn’t a difficult role; it just requires dedication/commitment to the society and the role.
* Occasionally contentious issues arise throughout rehearsals which can lead to a certain level of animosity being felt amongst members, whether it be the production team or the cast. Always keep your ears open and work towards quashing any negative gossip and instead building a stronger communication between yourself and the affected members. You are there to act as an ambassador for the society and maintain positive relations.

**Contact point for help and advice:**

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