

NOMINATIONS FOR PLAYMAKERS' GENERAL COMMITTEE

I am willing to serve on The Playmakers' General Committee for the year **2025/26** as (please tick one per form):

Chair	
Treasurer	
Secretary	
Publicity and Social Media	
Young Playmaker Officer	
Health And Safety Officer	
Committee Member	

For information about the roles see job descriptions below.

Signed..... Date:.....

Proposer (signature & initials).....

Seconder (signature & initials)

***Please return to **Fiona Wassan or Jessica Eade**
by **Monday 24th March 2025*****

Supporting Information

Please say here why you think you are suited to the role you are nominating yourself for. The information you give will be forwarded to members prior to the AGM and, in the event of multiple nominations for the same role, will inform their vote.

Job Descriptions

Chair	<p>Main Responsibilities:</p> <ul style="list-style-type: none"> • Chair meetings of the general committee, AGMs and EGMs. • To report the state of the society at each committee meeting and AGM. • To ensure, alongside your committee, that the society and members adhere to the rules and objectives of the society. • To represent and be the voice of The Playmakers within the community and maintain relationships with our partners (such as the Mytchett Centre). • To ensure the society's rules, archives, group manual and other established procedures are kept up to date. • To maintain contact with, and encourage involvement by, The Playmakers President. • Encourage involvement by all and seek to maintain a healthy and happy environment for all the members. <p>What's in it for you:</p> <ul style="list-style-type: none"> • An opportunity to take a significant lead in the future of the society and its activities. • An addition to your professional resume that could highlight skills such as commitment, leadership, team-building and organisational abilities.
Treasurer	<p>Main Responsibilities:</p> <ul style="list-style-type: none"> • To manage the society's finances including taking and making payments, banking and collecting membership subscriptions and show fees. • Preparation of budgets for productions and other activities. • To maintain accurate records. • To arrange an audit of the society's accounts prior to each AGM. • To report the state of the society's finances at each committee meeting and AGM. • To manage or supervise box office administration. <p>What's in it for you:</p> <ul style="list-style-type: none"> • An opportunity to take a significant lead in the future of the society and its activities. • Additions to your professional resume highlighting skills such as money management, financial planning, trustworthiness and commitment.
Secretary	<p>Main Responsibilities:</p> <ul style="list-style-type: none"> • Take minutes of meetings including AGM and any EGMs and share them with the Committee. • Book halls for rehearsals, arrange licences for productions, etc. • Manage e-mail and postal activities • Prepare and distribute AGM/EGM papers <p>What's in it for you:</p> <ul style="list-style-type: none"> • An opportunity to take a significant lead in the future of the society and its activities. • An addition to your professional resume that could highlight skills such as commitment, organisational abilities and communication.
Publicity and Social Media	<p>Main Responsibilities:</p> <ul style="list-style-type: none"> • Alongside the Producer, take the lead in organising production publicity. • Plan, produce and upload a variety of social media posts to promote the society across the social media channels • Maintain the society's website and ensure it is up to date and relevant. • Organise the design and printing of physical promotional material such as banner, flyers and leaflets. • Organise the design of virtual promotional material such as posters and cover images. <p>What's in it for you:</p> <ul style="list-style-type: none"> • An opportunity to take a significant lead in the future of the society and its activities. • An addition to your professional resume that could highlight skills such as commitment, organisational abilities, planning and communication.
Health and Safety Officer	<p>Main Responsibilities:</p> <ul style="list-style-type: none"> • Alongside the Chair, ensure that all relevant Health and Safety documentation is up to date. • Ensure that all Health and Safety procedures are being followed throughout the society.

What's in it for you:

- An opportunity to take a significant lead in the future of the society and its activities.
- An addition to your professional resume that could highlight skills such as commitment, organisational abilities, planning and communication.

**Committee
Member****Main Responsibilities:**

- Take an *active* role in promoting and organising the society's functions and responsibilities.

What's in it for you:

- An opportunity to take a significant lead in the future of the society and its activities.
- An addition to your professional resume that could highlight skills such as commitment and community engagement.

Note: *These job descriptions are designed to give you an idea of what's involved with each role. However, some of these responsibilities may be delegated to others or the committee may decide to allocate the responsibilities differently amongst themselves. So, just because you have no particular experience, or you feel lacking in some areas, don't be put off putting your name forward. We are all volunteers seeking to do the best for our club and there's always someone who can help.*