



**TERMS OF REFERENCE FOR**  
**WARKWORTH DRAMA GROUP CHAIRPERSON**

As Chairperson of the Warkworth Drama Group, you are responsible for the following:

**1. Management Committee**

- a. Chairing the AGM to ensure a committee is formed and chairing regular meetings of this committee, composed and conducted in accordance with the constitution.
- b. Issuing all committee members with TORs that are to be signed by both you and the committee member. You are to retain a copy on file, with the committee member having a copy for himself/herself.

**2. Group Management**

- a. Ensuring the group operates within the law, and within the terms of its constitution.
- b. Ensuring the group is run as efficiently as possible, instigating policies/procedures where appropriate to assist in this.
- c. Taking ultimate responsibility for ensuring the requisite performing rights, insurance and other licenses are in place for rehearsal and performance, although the actual organisation of this will in general be delegated to the Director(s).

**3. Group Representation**

- a. The Chairperson may be called upon to represent the group on certain occasions. In such an event, they are to bear in mind they are acting as the group's figurehead, rather than as a private individual. They should ensure that all comments reflect the view of the group in general, rather than themselves personally.
- b. The Chairperson will be the point of contact for enquiries via the webpage; however this can be delegated to the Secretary if required.
- c. The Chairperson is responsible for maintenance of the archive, in concert with the Secretary and Treasurer.

I certify that I have read and understood the TORs described above.

Signature:

Name and initials:  
(in block capitals)

Date: