

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



As Vice Chairperson of the Warkworth Drama Group, you are responsible for the following where the Chairperson is not available, and to otherwise assist them with:

**1. Management Committee**

- a. Chairing the AGM to ensure a committee is formed and chairing 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 Vice 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. To be responsible for maintenance of the archive, in concert with the Secretary and Treasurer.