



# Committee Information for AGM

Who We Are | What We Do | How We Do It

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## COMMITTEE INFORMATION FOR AGM

### WHO WE ARE

Rocky Hill Musical Theatre Company provides a platform for people to perform in quality, locally produced musical theatre productions. Our aim is to bring the community together through engaging and entertaining musical theatre programs, whilst growing local talent and promoting the Arts to people of all ages and backgrounds. As Goulburn's only dedicated musical theatre company, RHMTG is focused on enriching our local cultural scene and expanding everyone's access to the Arts.

### OUR VISION

To foster a deep respect for the Performing Arts in Goulburn and to inspire people, passion and performance through the power of musical theatre.

### OUR MISSION

- To present a broad range of musical theatre experiences and entertainment to the community.
- To build members' knowledge and practical skills in musical theatre stagecraft.
- To be an inclusive and collaborative organisation which utilises community talent and resources for its productions.

### WHAT WE DO

We are a volunteer-run, incorporated organisation (since March 2016) and our Committee works on behalf of the Company members and community interests. The business of the Company is undertaken by the Committee. They ensure that the Company is an inspirational, active and responsive representative and advocacy body for the Arts in Goulburn.

The Committee is the only standing group that has the right to make decisions on behalf of the members or speak on their behalf. This includes planning and productions of shows, promotions, workshops, social events, fundraising, member services and the like. The authorities of the Committee are always defined in their role descriptors and constitution bylaws.

### HOW WE DO IT

The Committee meets monthly to discuss company business. This includes administrative matters, finances, ideas, developments, the show season and new opportunities. Each committee member must play an active role in helping the company achieve its missions, goals and overall vision.

Therefore, an individual may have activities to complete during the month or may work within a smaller team to achieve goals. The Committee may also seek support or help from other company members on specific projects or during specific events. Although the Committee runs Company business, the growth and success of the Company, is the responsibility of all members.

### INTERESTED IN JOINING?

**If you're interested in becoming a leader within the Company, ask yourself,**

- Why did I initially become involved with RHMTG? What have I gained and contributed?
- Which strengths, ideas, experience and skills would I bring to the Committee?
- What type of role and activities am I most passionate about doing for the Company, in a Committee role?

**PEOPLE. PASSION. PERFORMANCE.**



# JOIN THE RHMTC COMMITTEE!

## SKILLS NEEDED

### Desirable Attributes for Committee Members:

- be a positive and engaging person who can develop good relationships, internally and externally
- be forward-thinking and committed to achieving the Vision of the Company
- develop a working knowledge of our Constitution, Strategic Plan and Committee Roles
- be able to work collaboratively with other Committee members to achieve targets
- have good communication skills, be a respectful listener and be able to confidently express your ideas, concerns and solutions
- strive to be a good role model and a positive reflection of the Company in the community
- seek opportunities to attract new members and talent
- be an organised, efficient, action-taker who is able to meet personal deadlines
- have some project experience, in order to be able to oversee special projects
- have problem-solving skills and show initiative
- be technologically literate

## ARE YOU A FIRST-TIMER?

If you want to learn more about how the Company is managed, want to contribute your talents and ideas and be part of the lead team that drives projects, then join us as a:

### General Committee Member

The role of a **General Committee Member** is to help the whole Committee achieve key results. You will engage positively with all members and actively promote the Vision and Mission of the Company.

### Specific duties include but are not limited to:

- Attend all Committee and General meetings
- Assist the Executive in providing clear communication to stakeholders
- Welcome and engage with new members
- Proactively seek opportunities to promote the Company within the community
- Represent the Company at local community meetings, forums, functions and events, as required
- Assist with Company events, shows and special projects, as required
- Take responsibility and work towards achieving individual or team goals

## BECOME A GENERAL COMMITTEE MEMBER!

## WORKING IN TEAMS

### Committee Teams

The Committee has a number of teams who are responsible for facilitating key events and initiatives for members and the community. These may be ongoing or calendar specific. Teams will also liaise with Show Production Crews. These teams are led by a Committee member and may include members from within the Company, who are not on the Committee.

These sub-committees may include, but are not limited to a:

- **FINANCE TEAM:** They source financial grant opportunities, seek Company sponsorship, set Company budgets, fundraise and address costings, income and expenditure for the Company.
- **PROMOTIONS TEAM:** They are focused on building our brand via promotion through local media outlets, in print, email newsletters, advertising, marketing, social media and our website.
- **MEMBERSHIP TEAM:** They are focused on attracting and welcoming new members, addressing members' needs, planning social events and managing the membership database.
- **EDUCATION TEAM:** They facilitate learning opportunities for the members and community through adult training, workshops, school-holiday programs and by liaising with educational providers.
- **ASSETS TEAM:** They manage the Company's physical assets which includes storage, sets, props, wardrobe, sound and lighting.
- **HEALTH & SAFETY TEAM:** They ensure that Workplace, Health and Safety guidelines are met, Child Safe Policy and Procedures are followed, arrange First Aid, RSA and other relevant trainings for members and ensure due diligence is met at our events.



# EXECUTIVE POSITIONS

## PRESIDENT

The President provides the principal leadership of and responsibility for the Company.

**Specific duties include but are not limited to:**

- Being the public face of the Company and represent and serve as a spokesperson for it
- Communicate regularly and systematically with stakeholders in the Company
- Assist in the development of partnerships with sponsors, funding agencies, local/state government and organisations that are relevant to the goals of the Company
- Be a signatory for the Company for all legal and financial purposes
- Plan and chair Company meetings (including Committee, Inductions/Handovers, AGM and other)
- Regularly address matters of Committee governance and oversee their adherence to Constitutional rules and guidelines, via an ongoing review process
- Drive the future development of the Company, in accordance with our Vision and Missions and ensure goals and strategic plans are set, in order to achieve those goals
- Be active in recruiting and training new Committee members
- Provide a report of the Company's activities at the Annual General Meeting
- Manage the performance expectations of the Committee and ensure roles are adhered to
- Network with other local and regional Performing Arts bodies, industry experts, Council and government agencies, with a focus on fostering the Performing Arts in the Goulburn region

## VICE PRESIDENT

The Vice-President assists the President with leadership, performs the President's role (when required) and supports other Committee members in their roles.

**Specific duties include but are not limited to:**

- Assist and support other Committee members with roles and duties, as needed
- Assist in the development of key partnerships
- Be a signatory for the Company for all legal and financial purposes
- Assist the President, Secretary and Treasurer to ensure Governance is met
- Drive the development of the Company, in accordance with our Vision and Missions
- Be active in recruiting new Committee members
- Other duties as nominated by the President or Executive

## SECRETARY

The Secretary is responsible for the legal and administrative supervision of the Company, to enable good governance.

**Specific duties include but are not limited to:**

- Provide secretarial support at meetings (agendas, minutes, collating team reports, distributing documents)
- Co-ordinate preparation of the Company's Annual Report, with the other Executive
- Be familiar with Company documents and keep a current online record of founding documents, meetings, administration, calendars, databases, strategic plans, policies and procedures etc, as required by law
- Have a working knowledge of the Constitution and provide a copy at all meetings
- Provide systematic and clear communication to Company members and other relevant stakeholders
- Be the principal point of contact for the Company and manage correspondence on behalf of the Committee
- Assist in the development of key partnerships
- Be a signatory for the Company for all legal and financial purposes
- Assist the President, Vice-President and Treasurer to ensure Governance is met
- With the Treasurer, ensure an accurate and current database of members is maintained

## TREASURER

The Treasurer is responsible for the financial supervision and affairs of the Company, to enable good governance.

**Specific duties include but are not limited to:**

- Record the Company's financial status, through monthly reports to the Committee (ie Profit/Loss Statement, Balance Sheet) and a Financial Report at the AGM to members
- Monitor the feasibility of budgets and spending requests
- Ensure effective development of Company financial policies and procedures and undertake required auditing, as required by the Dept of Fair Trading and/or others
- Receipt incoming monies and bank all monies received, keeping an accurate online record of transactions
- Assist in the development of key partnerships, to raise the financial standing of the Company
- Be a signatory for the Company for all legal and financial purposes
- Assist the President, Vice-President and Secretary to ensure Governance is met
- With the Secretary, ensure an accurate and current record of membership/sponsorship payments is kept