



# **WOKINGHAM THEATRE RULES**

**November 1996**

***Last amended November 2020***

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# WOKINGHAM THEATRE RULES

*Original (November 1996)*

Pursuant to Article 69 of The Memorandum and Articles of Wokingham Theatre, the Board makes the following rules for the proper conduct and management of the Company.

*1<sup>st</sup> Revision (May 2012)*

This edition incorporates changes agreed at the following general meetings:

The General Meeting of the Theatre held on 24 November 2005.

- 1) Rule 40 - The contents of a 3 year plan
- 2) Annex B, para 8e - The responsibility of Artistic Director in recommending plays
- 3) Annex B, para h – Raising the cheque signing threshold to £1000.

The Extraordinary General Meeting held on 25th June 2010.

- 1) Rule 30 - Election of Non-Executive Directors.

The General Meeting held on 25 November 2010

- 1) Rules 57 & 58 – Auditions. Replaced by new rules 57 to 60.

The Annual General Meeting held on 10 May 2012.

- 1) Rule 10 – The Board can offer Life Membership for 20 years membership.
- 2) Rules 23 & 31– The Board to include a chairman of the Youth Theatre who shall retire each year
- 3) Rules 62 to 67 – New rules describing the scope of the Youth Theatre
- 4) New Annex E (Youth Theatre).

*2<sup>nd</sup> Revision (May 2014)*

This edition incorporates:

- 1) Addition of new Executive Director – Marketing and Communications Director and consequential removal of Marketing Manager role
- 2) Addition of proxy nominations using e-mail
- 3) Addition of Post Show parties to Duties of Members
- 4) Clarification of how the priority for two-year term for Non Executive Directors is determined through the voting.
- 5) Board Minutes to be displayed on the Theatre web site.
- 6) The Three-year plan update to be presented at the Autumn General Meeting.
- 7) Clarification on controls for payments, electronic and by cheque.
- 8) The Estates Manager to report to the Operations Director.
- 9) Rules to cover the operation of the Social Club.

*3<sup>rd</sup> revision (April 2018)*

This edition incorporates addition of rules relating to requirements of GDPR

*4<sup>th</sup> revision (December 2018)*

This edition incorporates changes to rules relating to membership applications allowing for on-line payment of membership at time of making application.

*5<sup>th</sup> revision (November 2020)*

This edition incorporates minor rule changes reflecting the current operation of the theatre and changes following a review of the theatre's diversity and equality responsibilities.

# WOKINGHAM THEATRE – RULES

## **Name**

1. The Society shall be called WOKINGHAM THEATRE.

## **Object**

2. The object of the Society is to promote the enjoyment of all aspects of Theatre in Wokingham and district, and provide facilities for its Members to participate in such activities. This will include, subject to demand, support of a Youth Theatre section.

## **Assets**

3. The property of the Society, including ownership of the Theatre building and its contents, is vested in Wokingham Theatre, a Company Limited by Guarantee No 1933168 incorporated 24 July 1985, which is responsible for all liabilities incurred by the Society. The Society is a Registered (Educational) Charity No. 292448.

## **Membership**

4. Members of the Society are members of Wokingham Theatre and are subject to the requirements and obligations of the Memorandum and Articles of Association of that Company. Relevant points are included in these Rules.
5. The Society shall consist of Full Members, Life Members, Student Members and Honorary Members.
6. All prospective members (other than honorary members) shall in the first instance complete an application form. The membership fee must be paid at the same time but will be returned in the event of the Board having cause to refuse or revoke the membership. The acceptance by Honorary members of their membership shall in the first instance be required in writing.
7. Members shall observe the Rules and Standing Orders of the Theatre at all times. Specific guidance on aspects of responsibilities of members is shown in Annex A of these rules.

## **Full Members**

8. Full membership shall be open to any person, upon payment of an annual subscription, unless specifically refused by the Board.

## **Life Members**

9. Life membership shall be open to any person, upon payment of a subscription, unless specifically refused by the Board. Life members enjoy all the rights of Full members and subsequent references to full members shall include Life members.
10. The Board shall have the power to offer Life Membership, without further membership subscriptions, to those Full Members who have achieved 20 years membership of Wokingham Theatre. This shall normally be continuous but the Board shall have the discretion exceptionally to waive that requirement.

## **Student Members**

11. Student membership shall be open to anyone who is in full time education on 31st August upon payment of an annual subscription, unless specifically refused by the Board. Student members enjoy all the rights of Full members and subsequent references to Full members shall include Student members.

## **Honorary Membership**

12. The Board shall have the power to elect Honorary Members. Candidates for election must be proposed by one Full Member and seconded by another. Such election shall require the unanimous consent of the Members of the Board present. Honorary Members shall be subject to re-election annually. Honorary Members shall have the same status as Full Members saving the restriction on voting rights in Rule 19.

## **Subscriptions**

13. The subscription rates are as published on the current membership application form and, from time to time, in "Prompt".
14. Subscriptions shall become due on 1st September each year. Any member failing to renew their subscription by the 30th November shall cease to be a member.
15. The Board shall recommend each year the level of subscription for ratification at the Annual General Meeting of the Society.
16. Any Member leaving the Society by resignation or otherwise shall not be entitled to have any part of his subscription returned.
17. Upon submission of a properly completed application form and payment of the subscription currently in force the Member shall become entitled to all benefits and privileges of the Society.
18. For members joining the Society for the first time on or after 1st June the subscription shall run to 31st August in the following year.

## **Voting**

19. Full Members shall be entitled to vote, propose or second at General Meetings and propose or second candidates for election to the Board.
20. At any General Meeting members shall be entitled to appoint another member to vote as their proxy provided that a proper form of notice has been lodged with the Secretary by the end of the day before the date of the meeting. The proper form of notice shall be a proxy form signed by the appointing member or an e-mail notification to [secretary@wokinghamtheatre.org.uk](mailto:secretary@wokinghamtheatre.org.uk). No other method of nominating a proxy will be accepted.
21. Honorary Members do not enjoy the entitlements of Rule 19.

## **Disciplinary Procedures**

22. If any member, in failing to observe the Rules of the Society or otherwise, behaves in a manner prejudicial to the interests of the Society, the Board shall give fourteen days' notice in writing of the nature of its concern and afford reasonable opportunity for the member to attend before it and give any explanation that s/he think fit. The Board may then, at its option, by a two-thirds majority then present, either accept the explanation, give a written warning, or terminate the membership. On termination of membership the member shall forfeit all right in and claim upon the Society, its property and officers or servants.

## **Liability**

23. Members and their guests shall have the use of the Society's buildings and assets subject to such conditions as the Board shall from time to time determine. Such use is on the understanding that in its course:-
  - a. The Society accepts no liability for the personal property of members which from time to time may be on the premises (see clause b. below)
  - b. The Society purchases insurance cover that it deems appropriate and the level of cover is reviewed annually. The cover is in three areas, as follows:

- i. Loss or damage - included in this area is the loss or damage of equipment hired by the Society from other organisations or loaned by members for a specific production.
- ii. Liability Insurance (Employers and Public Liability Risks)
- iii. Loss of Revenue
- c. In the event of dissolution of the company, members' individual financial liability is limited to £1.
- d. Unauthorised expenditure incurred by any member shall become the responsibility of that member.

### **Management of the Theatre**

- 24. The affairs and business of the Society shall be managed by its Board, the Council of Management of Wokingham Theatre. This consists of:
  - a. a Chair duly elected by members at the Annual General Meeting
  - b. four Non-Executive Directors duly elected by members at the Annual General Meeting (see Rule 31).
  - c. four Executive Directors duly elected by the members at the Annual General Meeting, namely:
    - i. Artistic Director
    - ii. Technical Director
    - iii. Finance Director
    - iv. Operations Director
  - d. a Director who is Chair of the Wokingham Youth theatre committee.
- 25. The Board shall appoint the Company Secretary.
- 26. The responsibilities of the above Board Members are summarised in Annex B.
- 27. The Board or, as it may delegate, its Executive Directors, shall appoint such other Officers as it shall consider necessary from time to time. All such appointees shall be full members of the Society. These shall include:
  - a. Fire, Safety and Security Officer
  - b. Estates Manager
  - c. Treasurer
  - d. Bar Manager
  - e. Membership Secretary
  - f. Editor of Prompt
  - g. Personal License Holder & Designated Premises Supervisor
  - h. Little Theatre Guild/NODA Representative
  - i. Box Office Manager
  - j. Minuting Secretary
  - k. Workshop Manager
  - l. IT Manager
  - m. Communications and Marketing Officer
  - n. Wardrobe Manager
  - o. Properties Manager
- 28. The duties and responsibilities of these Officers are described in Annex C.
- 29. All charges for the use and hire of the Society's property and facilities shall be as determined by the Board and shall be made available on request.

### **Membership of the Board**

- 30. All Executive Members of the Board (with the exception of the Artistic Director) and the Chair shall retire at each Annual General Meeting and shall be eligible for re-nomination.



31. Non-Executive Members of the Board are elected for a two year period at the end of which they shall retire and shall be eligible for re-nomination. In the event that more than two Non-Executive members shall be elected at any one time then those two with the highest number of votes in the ballot shall serve for two years; others shall retire at the next AGM and shall be eligible for nomination.
32. All nominations to fill vacancies at the Annual General Meeting must be in writing, proposed by one Full Member, and must reach the Company Secretary not later than three full days before the date and time of the Annual General Meeting together with the written acceptance of the candidate. All members of the Board shall be full members of the Society.
33. The Chair of the Youth Theatre Committee shall retire at each Annual General Meeting and shall be eligible for re-nomination by the Youth Theatre.
34. If there be more than one candidate for any vacancy, a ballot shall be held at the Annual General Meeting.
35. The Board shall have power to co-opt other Full Members at their discretion to fill any vacancy in their number.
36. Any member co-opted to the Board to fill a vacancy shall retire at the next AGM.

### **Proceedings**

37. In the case of an equality of votes the Chair shall have a second or casting vote.
38. A quorum for a Board meeting shall be four, including at least one Executive and one Non-Executive Director.
39. The Board shall meet as often as the affairs of the Society require, reasonable notice of each meeting being sent to all Members of the Board.
40. Board meetings may be called at any time at the discretion of the Company Secretary but any one Member of the Board shall have power to summon a Board meeting at three days' notice on making their desire, and the nature of their business, known to the Secretary who shall convene the meeting.

### **Duties and Powers**

41. The Board shall control the affairs and business of the Society consistently with the object of the Society as specified in Rule 2 and in accordance with the Memorandum and Articles of Association of Wokingham Theatre. For this purpose they shall have power to specify conditions for the safety, control and use of the Society's assets and equipment and for the comfort and convenience of the Members, their guests and patrons.
42. Within the object defined in Rule 2, the Board (if it deems it necessary) shall prepare and review annually an on-going three-year Plan for the Theatre and present it to the members. The Board will determine the contents of such a plan as it considers appropriate, which will embrace the broad spectrum of members' interests.
43. Within the context of the Plan the Executive Directors will determine clear objectives for ratification by the Board.
44. The Board shall have power to incur and meet such expenses as may become necessary within the context of the Plan and the limits of sound management of the Society's assets and funds. Any significant expenditure not covered by the Plan shall be subject to ratification by the Board and notified to the membership.
45. In line with the Plan the Board will determine annual revenue budgets and publish these.
46. The Board may delegate such budgets to Executive Directors. The Board will also determine any additional expenditure in line with the Plan and publish this from time to time.

47. The Board may, from time to time, appoint from among their number or from Members of the Society generally such Standing Committees or other sub-Committees as they may deem necessary or expedient and may depute to them such powers and duties of the Board as they may determine. Details of Standing Committees are included in Annex D.
48. The annual accounts shall coincide with the financial year of Wokingham Theatre and shall be presented for ratification by the membership at the November General Meeting (see General Meetings).
49. The Board shall cause to be kept proper record of their meetings and of the General Meetings of the Society. The minutes of such meetings shall be filed for inspection upon request to the Company Secretary and placed on the Theatre web site within one month of ratification by the Board.

### **General Meetings**

50. There shall be two General Meetings each year. The Annual General Meeting shall take place by 31st May. The subsequent General Meeting shall take place by 30th November.
51. At the Annual General Meeting the new Board (with the exception of the Artistic Director) shall be elected and the new season, as agreed by the Board, presented to the membership. At the November General Meeting the Company Accounts shall be presented for ratification by the membership, the Artistic Director for the season commencing the following year will be appointed, initial discussions on the following season's productions may be held and an update of the three-year Plan for the Theatre will be given by the Board (if required).
52. Any resolution for consideration by the membership must be submitted to the Company Secretary at least 28 days before any General Meeting. At least twenty-one days' notice shall be given of the resolution.
53. The Board may, whenever it thinks fit, convene an Extraordinary General Meeting. At least fourteen days' notice shall be given of the meeting.
54. An Extraordinary General Meeting (EGM) shall also be convened by the Board on the requisition of not less than one tenth of those members entitled to vote at General Meetings. The requisition must state the objects of the meeting, must be signed by the proposers and deposited at the registered office of the company. If the Board do not within twenty one days from the date of the deposit of the requisition proceed to convene a meeting, the proposers, or any of them representing more than one half of the total voting rights of them all, may themselves convene a meeting.
55. At least fourteen days' notice shall be given of an EGM. The notice shall set out the nature of the business and no other business shall be conducted at such a meeting.

### **Annexes to the Rules and Standing Orders**

56. In carrying out its duties as specified above the Board shall have power to make and amend Annexes to these Rules and formulate Standing Orders and delegate the functions of any of the Directors as it deems appropriate.
57. The Board shall approve and publish Standing Orders for the following functions:
  - a. House Managers and staff
  - b. Stage Managers and backstage staff
  - c. Production Managers and staff, both technical and artistic
  - d. Play Directors
  - e. Artistic Director
  - f. Technical Director

### **Communication with Members**

58. On a monthly basis a newsletter, 'Prompt', shall be produced and distributed to members.
59. The Editor of 'Prompt' shall ensure that all contributions from members are incorporated unless otherwise expressly agreed by the Chair. The Chair must state reasons for withholding contributions to the contributor.

### **Auditions**

60. Notices of auditions are published in 'Prompt'. Those members wishing to take an active role in a production should attend an advertised audition, or advise the Play Director if they are unable to attend, to make other arrangements. Auditions are open to members and non-members.
61. If a member and a non-member are of a similar standard then preference will be given to the member.
62. If a non-member is cast they are required to join the theatre.
63. A guest should only be allowed to perform if in the opinion of the play's director and the Artistic Director it is impossible otherwise to cast the role.

### **Amendment of the Rules**

64. These Rules may be altered or repealed and new Rules made by the Board of the Society from time to time provided they do not contravene the 'Memorandum and Articles of Association'. Such amendments shall be ratified by the membership.

### **Youth Theatre**

65. The operation of the Youth Theatre shall be controlled by the Youth Theatre Committee.
  - a. The Chair of this committee is an elected member of the WT Board (see para 24(d) and 33 above).
  - b. The Committee shall consist of an otherwise non-elected management team.
66. The aims and principles of operation of the Youth Theatre are described in Annex E.
67. The Youth Theatre Committee shall be responsible for:
  - a. Setting out the activities for the Youth Theatre (including classes / productions / workshops and visits etc.). This includes deciding at what age children may join the Youth Theatre
  - b. The health and safety of all young people participating in Youth Theatre activities, in line with current child protection legislation
  - c. Securing the required tutors / leaders/ play directors etc.
  - d. Managing the activities as planned, with the support of other WT members as required
  - e. Collecting payments as appropriate from Youth Theatre members
  - f. Arranging appropriate payments by the Treasurer to those paid staff working for the Youth Theatre
  - g. Setting out and agreeing terms and conditions of contract with Youth Theatre teachers and leaders, which will then be agreed with the Company Secretary.
68. Some aspects of the Youth Theatre may involve paying people for services – in particular to pay for regular class teaching.
69. The Youth Theatre may make reasonable charges to those attending classes or events involving paid staff to cover costs. The terms and conditions of those charges (how much, how often, length of commitment etc.) to be determined by the Youth Theatre Committee according to the circumstances, in conjunction with the WT Finance Director.

70. The Finance Director has overall responsibility for the Youth Theatre accounts assisted by the Treasurer who will maintain them.

### **Data Privacy**

71. The Membership Secretary will maintain a list of Members for collecting subscriptions and communicating with Members, e.g. notice of General Meetings and elections, the distribution of "Prompt" and renewals. The Theatre will maintain a database of active Members containing their contact details (i.e. name, postal address, email address and phone number); their interests (e.g. acting, lighting, wardrobe); their membership type (Full, Life, Student); and subscription payments. Members give their consent to the Theatre holding their details for these purposes.
72. The Theatre shall keep the membership records secure. It will not grant access to non-members. It will not sell or distribute the membership list or individual records to any third-party.
73. The Theatre will hold records of its patrons for selling tickets via the online box office system and for marketing. It will comply with the General Data Protection Regulation (GDPR) and applicable UK law concerning the handling of data and privacy. It will not sell or distribute the patron list or individual database records to any third-party.

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## **Annex A - Responsibilities of Membership**

### **General**

1. Members are expected at all times to conduct themselves in a proper and courteous manner so as to avoid giving offence to other members or other persons present. Members must be mindful that membership is a privilege, not a right, and as such carries responsibilities.
2. Wokingham Theatre operates on a policy of anti-racism and anti-discrimination. Members must not discriminate against other Members, or members of society, on the basis of any protected characteristic (age, disability, race, religion or belief, sexual orientation, gender reassignment, marriage and civics partnership, pregnancy and maternity).
3. This applies to all aspects of the theatre with the exception of casting which has a separate policy due to textual requirements of scripts (see 8. below).
4. Members are encouraged to take an active part in all aspects of the Theatre. In particular assistance is always needed with the day to day tasks and running.
5. Those not involved in current productions are expected to volunteer for other duties including Front of House and the Bar.

### **Auditions**

6. Attendance at an audition implies willingness to take on any part in the production unless there has previously been indication to the contrary. Those unsuccessful in auditions will be invited to be available to assist the production in other capacities, either administrative or technical.
7. Those accepting parts in a production are expected to carry out the reasonable wishes of the Director to the best of their ability.
8. All castings will be made purely on merit - casting the most suitable performer for the role in question - regardless of any of the characteristics detailed in Annex A, 2., above - unless specifically required in the script.

## **Rehearsals**

9. Those involved in productions must attend rehearsals diligently and punctually. In the event that a cast or crew member is unable to attend as planned the Director should be notified as soon as is possible.

## **Theatre Security**

10. It is the responsibility of all members to ensure that proper security of the Theatre building and the Society's property is maintained.
11. A list of Theatre key holders shall be displayed on the members' notice board. They include:
  - a. All members of the Board
  - b. Bar Manager
  - c. Box Office Manager
  - d. The current Play Director and/or Production Manager
  - e. Such other members as may from time to time be agreed.
9. During a production the House Manager is responsible for security and the safety of the building and the public.
10. At other times the relevant key holder shall ensure that the building is secure before departing including:
  - a. Checking that all emergency exits, doors and windows are secure
  - b. Checking all internal fire doors are closed
  - c. Switching off relevant electrical equipment
  - d. Checking that there are no fire hazards
  - e. Checking that all lights are switched off
  - f. Activating the intruder alarm
  - g. Properly locking the main door.

## **Car Parking**

11. The Car Park to the front of the Theatre is Council property. That to the rear of the building is on Theatre land.
12. Members should ensure that at all times their cars are parked in an orderly manner. On show nights those involved with the production (including Front of House and Bar Staff) should park in the rear car park leaving the front one clear for patrons.
13. The last person to leave the car park must close the gate and secure the chain around the gate below the top rail using the padlock (no key required).

## **Post Show Parties**

14. Particular care is required with last night post-show parties when held at the Theatre.
15. Front Of House Managers must ensure that the premises have been secured properly before leaving, that all exit doors are properly closed and that lights are turned off.
16. If the Front Of House Manager is not the last to leave the building then they must ensure that a Responsible Person, who must be a registered key-holder, is designated. The FOH Manager must satisfy themselves that the Responsible Person is clear as to the requirements for properly securing the premises. If no suitable Responsible Person is available then all members must be asked to vacate the premises and have their party elsewhere.
17. If any food is arranged for such parties then proper arrangements must be made to ensure that:
  - No hot food preparation is undertaken on the premises – a 'take away' delivered is permissible. Food should not be opened for consumption until 30 minutes after

- curtain down – unless all members of the public have left the building.
- Suitable paper ware/cutlery is provided for its handling and consumption.
- All surplus food and any disposable material is properly sealed ready for disposal and taken out to the waste container.
- Glasses or any theatre crockery and cutlery are washed, dried and put away.
- The Bar area is clean, tidy and ready for use with furniture stowed as appropriate, tables wiped and the carpet vacuumed – in short leave the theatre as you would wish to find it.

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## **Annex B - Summary of functions and responsibilities of WT Board**

1. The elected members of the Theatre Board are the Chair, the four Non-Executive Directors and the four Executive Directors.
2. Their first role is to appoint Managers and Officers as detailed below. Throughout it is emphasised that proper communication and liaison is essential for the smooth running of the Theatre.

### **Chair**

3. The Chair, duly proposed and seconded by Full Members, is elected at the Annual General Meeting.
4. In addition to chairing meetings of the Board and General Meetings of the Society the Chair shall be responsible for the orderly conduct of the Society's affairs, the safety and security of members and patrons and the proper operation of Wokingham Theatre.

### **Non-Executive Directors**

5. The four Non-Executive Directors, duly proposed and seconded by Full Members, are elected at the Annual General Meeting.
6. They shall represent the interests of the ordinary members of the Society, ensuring that their views and opinions are properly reflected in the deliberations of the Board.
7. Whilst their role as Non-Executive Directors does not preclude their involvement otherwise in the management of the Society there shall be no presumption that such further involvement is required.

### **Artistic Director**

8. The Artistic Director is an elected Executive Director and a Board member. Responsibilities include:
  - a. Setting and maintaining WT artistic standards.
  - b. Selecting Show Directors (subject to Board agreement).
  - c. Establishing the overall show budget (as agreed with Technical Director and Finance Director and approved by Board) and the allocation of those sums between individual shows, when the spending authority is then delegated to Production Managers.
  - d. Selecting members of a Play-Reading committee.
  - e. Discussing the proposed programme as it develops with the Chair to ensure that it meets the theatre's general policy on play selection and variety (see Annex D).
  - f. Recommending, for Board approval, from their deliberations, a number of plays, taking into account the theatre's general policy on play selection and variety (see Annex D).

9. This role and its relationship with the Technical Director, Show Director and Production Manager is described in more detail in Standing Orders.

### **Technical Director**

10. The Technical Director is an elected Executive Director and a Board member. Responsibilities include:
  - a. Setting and maintaining WT technical standards
  - b. Agreeing overall production budget with Artistic Director, and its allocation between shows
  - c. Liaising with Show Directors, Production Managers and, for lets, the Operations Director to ensure Technical staffing of shows
  - d. Advising as required on technical aspects of productions
  - e. Ensuring the proper equipping and running of the auditorium, stage and backstage areas
  - f. Managing the technical revenue budget covering routine replacement and replenishment of technical consumables
  - g. Coordinating activities of Technical Committee (and relevant subcommittees).
11. This role and its relationship with the Artistic Director, Show Director and Production Manager is described in more detail in Standing Orders.

### **Operations Director**

12. The Operations Director is an elected Executive Director and a Board member. Responsibilities include:
  - a. Operation of Front of House and Bar
  - b. Upkeep of public areas (including Auditorium and Bar) as well as Dressing Room and Green Room
  - c. Control of revenue spending on cleaning
  - d. Agreeing the terms (within limits agreed by the Board) and coordinating lets (in liaison with Artistic and Technical Directors).

### **Finance Director**

13. The Finance Director is an elected Executive Director and a Board member. Responsibilities include:
  - a. Advising on the overall financial strategy of Wokingham Theatre (WT) and Wokingham Theatre Social Club (WTSC)
  - b. Liaising with the appointed auditors in the preparation of annual accounts for WT and WTSC for presentation to Board and members
  - c. Ensuring (in conjunction with the Company Secretary) that all annual returns and accounts are made on time
  - d. Opening and closing trading accounts with nominated suppliers
  - e. Control of the Box Office operation
  - f. Ensuring, through the Treasurer, prompt payment of all accounts due (having been approved by the appropriate authority) and the proper accounting and prompt banking of all receipts
  - g. Coordination of spending proposals and, through the Board, approval of such spending and monitoring and reporting of the financial position
  - h. Ensuring that appropriate financial records of the Bar and Box Office transactions are kept and that audits on these records are carried out annually
  - i. Ensuring that all previously unauthorised payments over £1000 are authorised by any two of the following: Chair, Finance Director, Company Secretary, Treasurer, except in exceptional Board approved and minuted circumstances where quick

payment is required.

- j. NB. The two authorisers cannot be the Finance Director and Treasurer. Ensuring that invoices for services provided by the theatre are raised by the Treasurer or designated officer. A copy of all invoices raised must be held by the Finance Director.

### **Youth Theatre Chairman**

15. The Chair of the Youth Theatre is an elected Board member. Responsibilities include:
  - a. Communicating to the Board the actions and decisions of the Youth Theatre Committee (the Committee), and communicating to that Committee any guidance or directions from the Board
  - b. Ensuring that the Committee pursues the Aims described in Annexe E
  - c. Working in conjunction with the Artistic Director, ensuring that the artistic standards of the Youth Theatre are maintained and developed
  - d. Liaising with the Artistic and Operations Directors in order to ensure that suitable opportunities in the Theatre programme are available for Youth Theatre activities and productions
  - e. Liaising with the Finance Director in order to ensure that there is proper financial accounting of the Youth Theatre activities and that the financial objectives described in Annexe E are achieved.

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## **Annex C - Summary of Functions and responsibilities of other appointed Officers**

### **Company Secretary**

1. The Company Secretary is appointed by the Board and reports to the Chairman and is responsible for ensuring that the Company meets all the legal requirements placed upon it by The Companies Acts and its own Memorandum and Articles of Association.

### **Fire, Safety and Security Officer**

2. The Fire, Safety and Security Officer is appointed by the Board and reports to the Chairman. Responsibilities include:
  - a. The overall safety and security of the Theatre
  - b. Advice on safety requirements and liaison with Technical Director and Estates Manager and others as necessary on the execution of safety and security practices and installation of such equipment
  - c. Control of the revenue budget covering maintenance costs of fire and safety equipment (including all alarms) and proposing (through the Chairman Chair) relevant capital improvements.

### **Estates Manager**

3. The Estates Manager is appointed by the Board and reports to the Operations Director. Responsibilities include:
  - a. The overall fabric of the building, its external maintenance and the grounds
  - b. Heat, light, power and other basic services, liaising with the Technical Director on the provision of power for technical purposes
  - c. Maintenance of internal public areas of building, but excluding:
    - i. Stage and backstage area
    - ii. Workshop
    - iii. Wardrobe



- iv. Bar counter, serving area and store
- v. Auditorium, other than routine maintenance of the fabric of the building.

### **Treasurer**

4. The Treasurer is appointed by the Board and reports to the Finance Director. Responsibilities include:
- a. Routine maintenance of accounts
  - b. Payment on time of Theatre suppliers
  - c. Prompt repayment to members of properly authorised expenditure by them on the Theatre's behalf
  - d. Invoicing for use of the Theatre's facilities or equipment. (see also Finance Director)
  - e. Reconciliation of Box Office and Bar returns against bank statements, cashbooks and paying-in information.

### **Bar Manager**

5. The Bar Manager is appointed by the Board and reports to the Operations Director. Responsibilities include:
- a. Ex Officio member of the Wokingham Theatre Social Club Committee
  - b. Determining the range of products offered in the Bar and their stock control
  - c. Ensuring adequate staffing at appropriate times when the public has access to the building and at other times as agreed
  - d. Maintenance of the Bar accounts and payment on time of bar suppliers.

### **Membership Secretary**

6. The Membership Secretary is appointed by the Board and reports to the Operations Director. Responsibilities include:
- a. Maintaining and updating the membership list
  - b. Receipt and verification of nominations for membership
  - c. Handling subscription payments
  - d. Maintaining a register of members' interests
  - e. Bringing new applications for membership to the Board.

### **Prompt Editor**

7. The Editor of Prompt is appointed by the Board and reports to the Marketing and Communications Officer. Responsibilities include:
- a. The monthly receipt of copy and timely preparation of Prompt
  - b. Ensuring that copies are produced and either posted or emailed to all members
  - c. Obtaining any necessary response from the Chair or appropriate Executive Director to any issues raised in members' correspondence. Where possible any response should be published at the same time as a letter.
8. The Editor may only alter or withhold any correspondence to Prompt with the clear agreement of the Chair.

### **Personal License Holder & Designated Premises Supervisor**

9. The theatre requires to be licensed under the Licensing Act 2003. In addition it is essential that a Personal Licence is obtained by the person appointed by the Board to be responsible for all matters under the Act.
10. It is also essential that a Designated Premises Supervisor is appointed and that person can be the same as above. The licensed person is responsible for safety and security of all members and patrons and the legal and proper sale of alcohol.

### **Little Theatre Guild/NODA Representative**

11. Wokingham Theatre is a member of the Little Theatre Guild and NODA. A representative is appointed by the Board and reports to the Chair. Responsibilities are for liaison and contact with the Little Theatre Guild/NODA, drawing the attention of the Board and Theatre membership to any matters of issue or events and as necessary representing the interests of the Theatre in any deliberations of the Guild/NODA.

### **Box Office Manager**

12. The Box Office Manager is appointed by the Board and reports to the Finance Director. Responsibilities include:
- a. Arranging printing of show tickets
  - b. Sale of all show tickets
  - c. Ensuring the box office is staffed on show nights
  - d. Collecting and banking all monies received from the sale of tickets and season tickets, and submitting details to the Treasurer
  - e. Controlling the sale of season tickets and maintaining proper records
  - f. Submitting to the Finance Director a report on ticket sales and revenue for each show
  - g. Maintenance of the Box Office accounts.

### **Minuting Secretary**

13. The Minuting Secretary is appointed by the Board and reports to the Chair. NB: This role can be undertaken by the Company Secretary if required. Responsibilities include:
- a. Taking an accurate record of all Board Meetings and General Meetings of the Society
  - b. Preparing Minutes of all such meetings, presenting them for ratification and publicising them to the membership
  - c. Filing all minutes and related papers.

### **Workshop Manager**

14. The Workshop Manager is appointed by the Board and reports to the Technical Director. Responsibilities include:
- a. Coordinating the activities of those members who use the workshop
  - b. Working with Production Managers and Set Designers to understand and assess the requirements for their productions
  - c. Ensuring that adequate supplies of set construction materials paints and sundries are purchased at economical prices
  - d. Authorising invoices for materials and passing them to the Treasurer for settlement
  - e. Ensuring that members using the workshop and the equipment therein understand the operation of the tools and machinery and are aware of the hazards in their use
  - f. Determining any limitations of use or specialist training which may be required
  - g. Overseeing the maintenance and storage of the Theatre's stage dressings (including tabs, blacks etc.), furniture and other stage accoutrements
  - h. Recommending, via the Technical Director, the case for any capital expenditure or structural improvement to the workshop, scenery or furniture storage, or stage equipment which may assist set preparation and construction.

## **IT Manager**

15. The IT Manager is appointed by the Board and reports to the Technical Director. Responsibilities include:
- a. Management of computer hardware and software owned by the theatre for administration, accounting, box office and marketing purposes.
  - b. Management of networking, printing and other information technology equipment in the theatre building (but excluding lighting and sound equipment).
  - c. Management of IT services provided by external suppliers, such as internet connectivity, web site hosting, box office software and electronic document storage.
  - d. Security of information held on the theatre's systems and online, and compliance with relevant legislation and best practices.

## **Marketing and Communications Officer**

16. The Marketing and Communications Officer is appointed by the Board and reports principally to the Operations Director. Responsibilities include:
- a. Advising on the overall Marketing strategy for Wokingham Theatre.
  - b. Promoting and marketing the theatre and the season's plays, including all contact with the Press and Media.
  - c. Responsibility for managing the Theatre's social media presence.
  - d. Devise and manage strategies to promote the work of the Theatre in the community, and be the primary contact for local Councils, artistic groups, schools and businesses.
  - e. Ensuring that information on the Theatre web site is fully up to date
  - f. Ensuring consistency of presentation of the Theatre's publicity material.
  - g. Through the Membership Secretary, encouraging growth of membership numbers in a way that accurately reflects the demographics of the local area and the greater involvement of existing Members.
  - h. Ensuring the Preparation and production of each play programme for sale to patrons, in consultation with each play's production manager.

## **Costume Manager**

17. The Costume Manager is appointed by the Board and reports principally to the Technical Director. Responsibilities include:
- a. Managing and maintaining the theatre's in-house supply of costumes.
  - b. Ensuring that all costumes owned by the theatre are kept in good order.
  - c. Authorising and arranging for the sale or disposal of costumes deemed surplus to requirement.
  - d. Administering any hiring out of costumes owned by WT or hiring of costumes from other suppliers.
  - e. Purchasing/making of costumes to enhance the stock owned by the theatre.
  - f. Ensuring that a person(s) is allocated to each production team whose responsibility is to ensure that production is costumed in accordance with the requirements of the script and the Director. This includes the purchase of any specialist items within the overall budgetary limits for the show.

## **Properties Manager**

18. The Properties (prop's) Manager is appointed by the Board and reports principally to the Technical Director. Responsibilities include:
- a. managing and maintaining the theatre's in-house supply of prop's.
  - b. Ensuring that all prop's owned by the theatre are kept in good order.

- c. Authorising and arranging for the sale or disposal of prop's deemed surplus to requirement.
- d. Administering any hiring out of prop's owned by WT or hiring of prop's from other suppliers.
- e. Purchasing/making of prop's to enhance the stock owned by the theatre.
- f. Ensuring that a person(s) is allocated to each production team whose responsibility is to ensure that production is propertyed in accordance with the requirements of the script and the Director. This includes the purchase of any specialist items within the overall budgetary limits for the show.

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**Annex D - Standing Committees**

- 1. The Board shall as soon as may be achieved after the General Meeting ensure, through the Artistic Director, the appointment of a Play Reading Committee whose responsibilities shall be as detailed below.

**Play-Reading Committee**

- 2. A committee containing not less than four and not more than six members appointed by the Artistic Director (subject to override by the Board). In addition the Chair, Artistic and Technical Directors are ex officio members.
- 3. Committee members will read and discuss plays for the forthcoming season, proposing an overall balanced programme within guidelines determined by the Board, the presumption being that classic and modern drama, comedy, suspense and some musical shows will all be considered. The selection should include a broad range of good quality writing and appeal both to the membership and audiences alike.
- 4. The guidelines will also include a presumption that the plays selected will offer a wide range of opportunities for members in terms of age, ethnicity, gender and physical ability / disability
- 5. The Artistic Director shall propose the programme in good time for the Board to approve the programme and announce it to the membership at, or about, the Annual General Meeting.

**Technical Committee**

- 6. A committee of interested members invited by Technical Director (and notified to the Board).
- 7. Committee members discuss requirements for technical maintenance and improvement and, subject to availability of appropriate finance, arrange implementation.
- 8. The endorsement of Committee members would be expected for capital expenditure proposals made by the Technical Director.

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**Annex E – Youth Theatre**

- 1. Wokingham Youth Theatre seeks to equip young people of all ages with theatre skills in a structured and highly motivated environment. Classes are initially improvisational in nature at a junior level, graduating into textual and formal voice and movement

- work in the older age groups.
2. The policy is one of inclusion, i.e. students are not auditioned in any way and are encouraged to learn and participate at whatever level. However, a high level of self-discipline and motivation is expected.
  3. It is the general aim of Wokingham Theatre to have an active Youth Theatre whenever there are members who wish to take responsibility for on-going management.
  4. It is expected that Youth Theatre activities will encompass some or all of formal classes, Youth Theatre Committee productions, involvement in main Wokingham Theatre productions (for example taking children's roles), and ad-hoc workshops.
  5. The mission of the Youth Theatre may be amended / developed, but is expected to be along the lines of 'providing theatre and performance skills to young people'.
  6. The Youth Theatre Committee shall meet at least every two months to review the effective operation of the Youth theatre and plan the future operation.
  7. Minutes shall be kept of these meetings, a copy of which shall be lodged with the Wokingham Theatre Company Secretary.
  8. The Youth Theatre Committee should provide at least bi-monthly reports to the main Wokingham Theatre Board through its elected chair, ensuring that the Board is kept aware, in particular, of any matters likely to present problems in the future running of either the Youth Theatre Committee or Wokingham Theatre.
  9. All financial transactions for the Youth Theatre are handled through the main Wokingham Theatre financial structure and the Youth Theatre will not run a separate bank account, or produce separate accounts.
  10. The Youth Theatre is maintained separately in the Wokingham Theatre budget and management accounts. The Youth Theatre is broadly expected to cover the cost of paid staff through charges. Surpluses are simply part of the Wokingham Theatre income. Wokingham Theatre will fund production costs and workshop costs in the same way that it funds other productions.
  11. Decisions / Actions of the Youth Theatre Committee are always subject to over-rule by the Wokingham Theatre Board should the Board decide that such decisions / actions are not in the best interests of the Youth Theatre Committee and / or Wokingham Theatre members.
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**N.B.** Should there be any conflict between the Rules and The Memorandum and Articles of Wokingham Theatre or any addition or alteration thereto, then the Memorandum and Articles or any addition or alteration thereto shall take precedence.

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## **WOKINGHAM THEATRE SOCIAL CLUB – RULES**

### **Name**

1. The Club shall be called WOKINGHAM THEATRE Social Club.

### **Object**

2. The object of the Club is to promote the enjoyment of all social aspects of Wokingham Theatre in Wokingham and provide facilities for Theatre Members to participate in such activities.

### **Assets**

3. The property of the Society, including ownership of the Theatre building and its contents, is vested in Wokingham Theatre, a Company Limited by Guarantee No 1933168 incorporated 24 July 1985, which is responsible for all liabilities incurred by the Society. The Society is a Registered (Educational) Charity No. 292448.

### **Membership**

4. All Members of Wokingham Theatre are members of the Club and are subject to the requirements and obligations of the Rules of the Social Club.

### **Management of the Club**

5. The affairs and business of the Society shall be managed by its Committee. This consists of:
  - a. Chair, the Operations Director of the Theatre
  - b. The Finance Director of Wokingham Theatre, ex officio
  - c. Bar Manager
  - d. Three other members appointed by the Theatre Board.