



Committee Roles 2015

President: Oversees all activities, final decision-maker, all Heads of Departments report to President (usually through committee meetings).

Secretary: Responsible for all administration of the association including committee meeting agendas and minutes (and distribution of such), all formal correspondence between the Committee and external stakeholders (except where it falls under responsibility of another person), liaising with council on leasing matters etc.

Treasurer: Responsible for all financial matters of the association, including keeping accurate and up-to-date records at all times, and arranging annual audits.

Each of the following members are team leaders responsible for additional aspects of the running of the association and **may choose** (not compulsory) to form sub-committees of volunteers (other PRIMA members) to assist in their roles. These volunteers will not be a part of the Committee and will not be required to attend Committee meetings (unless invited to speak on a particular topic). All team leaders should liaise with each other when working on shows. Each of the following members will report at monthly Committee meetings on the activities of their team as a standing agenda item:

Immediate Past President: Responsible for coordinating major shows including applying for rights, booking the venue, main contact between production team and committee.

Vice President: Responsible for coordinating theatre restaurants and smaller shows including applying for rights, booking venues, main contact between production team and committee.

General Committee Members:

Marketing & Merchandising Coordinator

- Coordinates marketing team including all communication. Could delegate any or all of the following responsibilities to the team:
 - Main contact with external marketing stakeholders including printers, Council (for banner sites), merchandising contacts and any other required contacts
 - Book promotional performances for shows and communicates all relevant details with production team
 - Source marketing opportunities
 - Has a working knowledge of the marketing budget and current spend for shows at any time
 - Collates material for and organises printing of programs (printers must have program material at least 2 weeks prior to opening night) (current printer: Snap Printing, Brendale – provides us with design work free)
 - Organises show merchandising including cast t-shirts (current supplier: Hunter Promotional Products, Strathpine – provides us with excellent rates), and any other marketing/merchandising ideas within budget; may work with Fundraising Team Leader on this point
 - Organises all other printing for shows including flyers, posters, banners (screen printing)
 - Arranges a team to erect and remove banners at Council sites in a timely manner
 - Write and publish (with assistance from website developer) regular email newsletter (at least quarterly).
 - Ensure front-of-house team for shows are provided with PRIMA t-shirt as uniform.

Fundraising Coordinator

- Coordinates fundraising team including all communication. Could delegate any or all of the following responsibilities to the team:
 - Source sponsors (annual) and advertisers (per show), and be the main contact with these stakeholders (including following up for artwork and payment if necessary)
 - Source available grants and submit applications for such
 - Arrange regular, achievable, fundraising activities including venues, participants (helpers), all advertising and any necessary paperwork (may need assistance from the Secretary and/or President)
 - Provide Treasurer with fundraising activity funds as soon as possible after each event.

Member Liaison

- Coordinates member liaison team including all communication. Could delegate any or all of the following responsibilities to the team:
 - Organise auditions from end to end including setting up audition form, working with show team to write audition info pack, working with website developer to publish / open auditions, coordinate audition times and confirm with auditionees via email their allocated timeslot, coordinate with production manager to ensure team availability on audition days, provide all required paperwork to team on audition days.
 - Keep accurate records of current membership list and send out email reminders when membership is due to expire.
 - Coordinate any general member activities such as workshops and social activities.
 - Work with other teams such as fundraising and marketing teams to communicate with members (where applicable).

Facilities and Technical Coordinator

- Coordinates facilities & tech team including all communication. Could delegate any or all of the following responsibilities to the team:
 - Ensure appropriate maintenance of PRIMA facilities (including PRIMA house in conjunction with Secretary as Council liaison, and any hired facilities)
 - Act as main contact with all external contractors required to maintain the PRIMA house (with the exception of Council as above), and arrange access where/when required
 - Develop and maintain accurate records of all equipment (asset registers) and access to facilities (key register)
 - Coordinate hire / loan of any PRIMA equipment including costumes, sets, sound, lighting etc including use of the appropriate form and keeping logs of all hires/loans.

Any other tasks that arise during the year will be allocated according to the most appropriate team leader.

All committee members must be flexible and willing to work as a team with other committee members and with volunteer sub-committees to ensure smooth running of the association. Communication is key.

2015 PRIMA Organisational Structure – Management Committee

