

RICHMOND AMATEUR DRAMATIC SOCIETY

Terms of Reference

CHAIRMAN

to be referred to as 'Mr Chairman' or 'Madam Chairman'

JOB DESCRIPTION & REQUIREMENTS

The Chairman's role is to oversee the effective running and organisation of the Society in close liaison with the RADS committee, who are to be kept informed at all times and who will need to ratify all decisions.

The Chairman is responsible for producing communications as directed by the RADS committee.

The Chairman should have access to, and be confident with, the Internet and e-mail and with the provision of documentation in commonly available digital formats such as Word documents and PDFs.

The Chairman should chair the RADS committee meetings.

The Chairman will represent the Society or appoint a deputy when unavailable (normally the Vice-Chairman).

SPECIFIC RESPONSIBILITIES

- ▶ To attend the Georgian Theatre Royal User's group meetings representing the Society.
- ▶ The signing off of the minutes of each RADS committee meeting detailing all decisions taken, persons responsible and timetable set.
- ▶ Writing letters and communications as agreed by the RADS committee.
- ▶ The provision of an agenda for RADS committee meetings in consultation with the Secretary.
- ▶ To chair the AGM
- ▶ Represent RADS at the NODA North AGM, or arrange a deputy to attend in his / her place.