

Douglas Theatre Arts Group



**The Douglas Theatre Arts Group Inc.  
T/A The Clink Theatre – Port Douglas  
2024-2025 Committee Nomination Form**

I Nominate: .....

For the position of.....

Nominees D.O.B. ....../...../.....

Nominated By: .....

.....

Signature

Seconded By: .....

.....

Signature

I accept the Nomination: .....

.....

Signature

By signing this nomination form, I acknowledge that a time commitment will be required for the benefit of the association. Board members will be expected to attend all 11 committee meetings over the year either in person or via a mode of video conference. As a committee member, you will be expected to lead by example when it comes to assisting at the theatre when performances and events are occurring.

Please return completed form to:

PO Box 225, Port Douglas Qld 4877 or

Email: [info@clinktheatre.com.au](mailto:info@clinktheatre.com.au)

Nominations required by **Friday 1<sup>st</sup> November 2024**

## List of Office Bearers to be Elected and Job Description

**President:** Represents the Organisation and the theatre, they will be the principal leader of the organisation and is responsible for overseeing and providing leadership in the governance and management of the association and its assets. The President will lead the management committee in the general operations and administration of the organisation to ensure it achieves its strategic goals.

**Vice President:** The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. The Vice President will oversee the Committee Member Portfolios and assist those members where required.

**Secretary:** The Secretary is the lead administration officer of the association and is generally the first point of contact for information or details about the association's activities. The position is responsible for the administrative management of the organisation and provides the coordinating link between the Committee and external stakeholders.

**Treasurer:** The Treasurer is the lead financial management officer for the association and is responsible for the daily administration of the organisation's financial accounts. Although the management committee assumes the ultimate responsibility for the financial management, the Treasurer performs the financial management tasks including financial record keeping, monitoring and reporting.

**Committee Member ( 7 positions )** – General committee members will be assigned one of the following portfolios. They will oversee this area of the association and report back to the board at each meeting.

**Communications Manager:** will devise and manage local marketing initiatives, including traditional and digital media. They will work with the board in implementing strategic and product marketing to support the vision of the association by expanding awareness of the theatre, engaging the public, attracting new audiences, developing marketing for productions and increasing overall profit contribution.

**Volunteer Manager:** is responsible for overseeing Volunteer activities within an organisation. Their duties include interviewing and hiring Volunteers, placing Volunteers in different roles based on their experience and maintaining accurate Volunteer records

**Membership Manager:** Maintain the members database and process new membership applications, handle requests from current members, and coordinate events and newsletters that keep our members informed and connected. You will also be required to develop campaigns to garner new membership.

**Bar Operations Manager:** working with the Volunteer Manager ensure the operation and profitability of the bar function as required for events and productions at the theatre.

**Theatre Repairs and Maintenance Manager:** Work with the committee to identify any potential issues and organise preventative maintenance. Assist with any manual handling including assembling and moving of sets for productions. Oversee general improvements including painting and general decorative enhancements.

**Play Reading Chair:** form and chair a play reading sub-committee to review scripts and make recommendations to the committee for future productions.

**General Member:** will assist other committee members when required and facilitate required roles in the theatre during production runs.