

PB Theatricals Youth Theatre Constitution

Mission Statement

PB Theatricals Youth Theatre's mission is to provide theatrical experiences to all young people regardless of their background and ability.

-

Section 1 - Organisational Aims

Section 2 - Organisational Objectives

Section 3 – Governing Board

Section 4 – Governing Board Membership and Duties

Section 5 – Governing Board Administration

Section 6 – Annual General Meeting and Emergency General Meetings

Section 7 – Closing Down the Organisation

-

Section 1 – Organisational Aims

1.0 To provide opportunities for Children and Young Adults from every background to participate in high quality drama and music-making activities.

1.1 To provide enjoyment and education to participants, audience members and volunteers in our organisation.

1.2 To instil a sense of achievement, self-belief, responsibility, team-work, interpersonal skills, communication and confidence to those who participate.

Section 2 – Organisational Objectives

2.0 To raise funds to enable PB Theatricals to mount productions and run theatrical workshops.

2.1 To ensure that participation is open to as many young people as possible, regardless of background or experience.

2.2 To particularly encourage the participation of those who have never taken part in theatrical productions.

2.3 To ensure the safety, wellbeing and provide adequate safeguarding for those taking part in our activities.

Section 3 – Governing Board

3.0 The organisation will be run by a Governing Board composed of five members, elected on a yearly basis at the AGM by the general membership for a one-year term (details of electoral process in section 5.4). The purpose of the Governing Board is;

3.1 To provide a firm financial and administrative foundation for the organisation to ensure it meets the aims and objectives outlined above.

3.2 To approve the employment staff for the purpose of meeting the aims and objectives outlined above.

3.3 To approve spending decisions (on equipment, staff, venues and advertising) for the purposes of meeting the aims and objectives outlined above.

3.4 To manage the calendar of events that the organisation will hold throughout the year.

3.5 To make decisions on venues for company events.

3.6 To be the outward face of the company to the general public and other organisations, and communicate our aims and objectives.

3.7 To ensure the organisation is providing a safe and welcoming environment for those who wish to take part/volunteer/are employed by the organisation.

3.8 To ensure those who take part/volunteer/are employed by the organisation are adequately insured and comply with statutory requirements.

3.9 To ensure all responsibilities are completed in time for each show, or properly delegated to an appropriate volunteer..

Section 4 – Governing Board Membership and Duties

4.1 Production Coordinator (Adult Production) and Company Co-Chair

- To ensure that rehearsal and performance venues are booked for the PB Theatricals Adult show.
- To communicate with the staff and volunteers involved in the Adult show and ensure that each person is aware of their duties and responsibilities in plenty of time.
- To monitor registrations of the Adult show and (in collaboration with the publicity coordinator) ensure recruitment drives are being made to gather participants.
- To answer any questions any potential participant may have in relation to taking part in the Adult show.

- To ensure a volunteer Safeguarding Team is in place for the show, with the responsibility of ensuring the safety and welfare of the participants.
- To ensure safeguarding information is properly stored in compliance with GDPR, and that the Safeguarding Team have access to the casts' medical information in the case of an emergency.
- To ensure that Props and Costumes for the Adult show are purchased or otherwise sourced.
- To ensure that an adequate set for the Adult show has been provided.
- To keep track of the locations of the various equipment required for the Adult show, and (in coordination with the Volunteer Coordinator) ensure it has adequate transport.
- To co-chair meetings of the Governing Board, in collaboration with the *Production Coordinator (Younger Show)*.

4.2 Production Coordinator (Youth Production) and Company Co-Chair

- To ensure that rehearsal and performance venues are booked for the PB Theatricals Younger show.
- To communicate with the staff and volunteers involved in the Younger show and ensure that each person is aware of their duties and responsibilities in plenty of time.
- To monitor registrations of the Younger show and (in collaboration with the publicity coordinator) ensure recruitment drives are being made to gather participants.
- To answer any questions any potential participant or their parent/guardian may have in relation to taking part in the Younger show.
- To ensure a volunteer Safeguarding Team is in place for the show, with the responsibility of ensuring the safety and welfare of the participants.
- To ensure safeguarding information is properly stored in compliance with GDPR, and that the Safeguarding Team have access to the casts' medical information in the case of an emergency.
- To ensure that Props and Costumes for the Younger show are purchased or otherwise sourced.
- To ensure that an adequate set for the Younger show has been provided.
- To keep track of the locations of the various equipment required for the Younger show, and (in coordination with the Volunteer Coordinator) ensure it has adequate transport.
- To co-chair meetings of the Governing Board, in collaboration with the *Production Coordinator (Adult Show)*.

4.3 Volunteer and Staff Coordinator and Company Secretary

- To ensure the recruitment and retainment of volunteers and provide a central point of communication.
- To organise interviews for staff positions when directed by the Governing Board.
- In coordination with the Production Coordinators, ensure there are adequate volunteers for the productions (included but not limited to; Safeguarding Team, Front of House, Backstage, Costumes, Refreshments).
- To ensure all governing board members are communicating adequately with their volunteer and staff teams and ensure everyone is aware of their duties/responsibilities.
- To monitor the email inbox and ensure all enquiries are directed appropriately.
- To create registration forms for the registration of cast members, and ensure all personal information is stored in compliance with data protection laws.
- To maintain the membership and mailing list databases and ensure they comply with data protection legislation.
- To ensure accommodation is provided for staff and/or performers.
- To prepare agendas for Governing Board meetings and keep records of Governing Board meetings by producing action logs.

4.4 Treasurer

- To keep track of all PB Theatrical finances and ensure all parties are spending responsibly.
- Managing the organisation's bank account.
- Approve staff salaries and ensure they are paid on time.
- Approve budgets for the productions and publicity.
- To monitor membership payments and ensure that all parties who do not have bursaries have paid the correct amount.
- To ensure the accounts are audited on a regular basis (to be determined by the governing board).
- To approve the granting of bursaries for performers who may require them.
- Organise NODA membership and ensure the company insurance is up to date.
- To ensure all company cash from events is paid in and to monitor revenue.
- To produce financial reports for the AGM and board meetings.

4.5 Publicity Coordinator

- To ensure that publicity is produced on time and widely shared for any organisational activities.
- To produce a publicity schedule and (in coordination with the Volunteer Coordinator) organise publicity volunteers accordingly.
- To manage the organisation's social media accounts.
- To (in coordination with the Production Coordinators) generate recruitment ideas to foster interest in organisation events.
- To ensure artwork and graphics are produced for each show and included on all publicity material.
- To produce publicity material (including but not limited to; posters and leaflets) and (in coordination with other Governing Board members) ensure it is distributed by volunteers.
- To organise the filming of the productions and ensure the distribution of the footage when available.
- To monitor the website and ensure all details on it are up to date.

Section 5 – Governing Board Administration

5.0 The Governing Board shall meet regularly throughout the year to ensure they are capable of meeting the above duties. Meeting dates to be agreed well in advance by all members.

5.1 The minimum quorum for a Governing Board meeting shall be three members. If quorum is not met, then the meeting cannot happen and will have to be rearranged.

5.2 The Governing Board meetings will be chaired by the Production Coordinators on a rotating basis; one will chair one meeting and the next meeting will be chaired by the other.

5.3 Decisions at the meetings will be made by a simple majority vote of all members by a show of hands.

5.4 **Elections** - The Governing Board will be elected by the attendees at an AGM for a term of one year. The positions will be elected in the order outlined in Section 4. To be elected, each interested member will first declare their intention to stand for a position and then give a short speech declaring their suitability for the role. The interested parties will then be required to temporarily leave the meeting, and the general membership will then hold a secret ballot to elect the member. The person with the greatest number of votes shall be elected to the post.

5.5 Governing Board members will have the right to resign their post at any time by informing other members in writing. Should a position become vacant, an Emergency General Meeting must be called to elect a new member.

Section 6 – Annual General Meeting and Emergency General Meetings

6.0 An Annual General Meeting will be called at least once a year by the Governing Board, for the purposes of electing a new Governing Board and amending the constitution.

6.1 The Volunteer Coordinator must make public the date, time and place of the AGM (as agreed by the Board) at least ONE MONTH before it is due, and must circulate an agenda at least ONE WEEK before the meeting.

6.2 The quorum for the AGM will be a minimum of 10 People.

6.3 The electoral process for the Governing Board outlined in 5.4 will be overseen by a volunteer who was not on the previous and is not running for the future Governing Board. They will be responsible for overseeing the voting process and ensuring the elections are conducted in accordance with the Constitution.

6.4 Amendments to any section of the Constitution may be suggested by any person present at the meeting, and each one must be approved by a vote of a majority of attendees.

6.5 The provision for calling an Emergency General Meeting is the same as that outlined in 6.1 (as agreed by the Board), and the quorum the same as outlined in 6.2. EGMs have the same powers as an AGM, and attendees have the power to elect new Governing Board members and amend the Constitution.

Section 7 – Closing Down the Organisation

7.0 If it is considered necessary or advisable for the organisation to close, any assets remaining after all debts are settled will be assigned to a group with similar aims. If the Governing Board proposes to terminate the organisation, an Emergency General Meeting will be called at one month's notice with notice of the proposal to close down the organisation (Quorum to be the same as section 6.2) There must be at least a two-thirds supermajority of those attending supporting the proposal to close down the organisation.