

Guidance document for the role of and election to Producing Team

The Community groups Producing Team (PT) is responsible to the Council and to the members of the theatre.

The Producing Team has a responsibility to be transparent, consistent, fair and supportive.

The PT will be made up of Chair, Vice-Chair, Secretary, Production Treasurer and five members.

Election to the group will be as follows and in line with all theatre election procedures:

- Vacancies for the group will be advertised on our online forums and must be published with Council vacancies, nominations received and voted on at AGM.
- The position of the Chair will be an annual appointment, it is ideally somebody who has already served on PT or a similar team.
- All other positions will be subject to biannual election - half the group will step down each year in rotation but can offer themselves for re-election.
- If a position on PT becomes vacant during the year then the group can co-opt a member to join them. This member then has to stand for election at the next AGM and if confirmed will have a two year appointment.