

## **THE COMMITTEE**

The core positions of the committee (must be filled)

- Coordinator
- Creative Director/s
- Treasurer
- Secretary

Optional positions of the committee (a non-exhaustive list):

- Member representative
- Development officer
- Sponsorship manager
- Production manager
- Communications/marketing manager

**For all roles, as a member of the committee:**

- Make every effort to attend all Committee meetings and devote sufficient time to become familiar with the organisation and the wider community for whom it operates
- Contribute to decision-making about the organisation's objectives, policies and procedures
- Ensure the organisation operates legally
- Monitor and evaluate how well the organisation is meeting its objectives, and take appropriate action as required
- Represent the organisation at external meetings, forums etc (where appropriate)
- Promote the organisation and its work
- Work for the greater good of the organisation in an ethical manner showing respect for fellow committee members and ensuring fair and full participation of all committee members
- Respect the confidentiality of information discussed at meetings
- Declare any conflict of interest which arises through the member's work or relationships in another capacity for WIT or outside of WIT
- Commit to serve for the whole year of elected office, except in exceptional circumstances.

**ROLE DESCRIPTION:        WIT Coordinator**

Responsible to:            WIT Members

Key Relationships:        WIT Committee members  
                                  WIT Trainers  
                                  WIT Producers  
                                  WIT Members  
                                  External industry professionals

Position Description:     To coordinate the activities of the Wellington Improvisation Troupe and to provide leadership.

Commencement: At the WIT AGM

Hours:                      1 evening per month (committee meeting)  
                                  1-2 hours per week attending to emails  
                                  Occasional crisis management  
                                  Occasional subcommittee meetings

Key responsibilities and accountabilities:

As Coordinator:

- With the Creative Directors, provide leadership to WIT
- Chair, guide, oversee and task the Committee to implement the creative plan
- Coordinate, facilitate, and drive WIT's activities
- Help members develop their unique/individual role within the group and facilitate group harmony
- Facilitate social and other bonding occasions
- Develop and maintain a code of conduct for members
- Have detailed knowledge of the WIT constitution and ensure all the decisions and actions made by the committee adhere to the constitution

Person specification:

- Ability to manage workload independently
- Professional manner in all external communication
- Good organisational skills and attention to detail
- Ability to motivate WIT members to achieve the objects of WIT
- Good listening and relationship management skills
- Good strategic thinking

**ROLE DESCRIPTION: WIT Creative Director**

Responsible to: WIT Members

Key Relationships: Co-creative Director (if applicable)  
WIT Committee members  
WIT Trainers  
WIT Producers  
WIT Members  
External industry professionals

Position Description: To provide creative direction for the Wellington Improvisation Troupe

Commencement: At the WIT AGM

Hours: 1 evening per month – Committee meeting  
Additional 10 hours per month (depending on involvements)

Key responsibilities and accountabilities:

As Creative Director:

- Be our creative leader, with the Coordinator
- Provide creative direction and leadership, and develop a WIT improvisation concept with the group
- Be in a lot of WIT shows and be overall responsible for training (or delegated as appropriate)
- Take the lead on performance and training issues
- Be overall responsible for trainings and mentor trainers, producers, directors, and MCs (or delegated as appropriate)
- Put together and keep a living creative plan (purpose, goals, activities)
- Based on the creative plan, maintain and run a training schedule
- Be overall responsible for development and coordination of space for training and performance (or delegated as appropriate)
- Define and maintain WIT standards
- Represent and promote WIT and WIT's brand
- Help members develop their unique/individual role within the group and facilitate group harmony

Person specification:

- Ability to manage workload independently
- Professional manner in all external communication
- Good organisational skills and attention to detail
- Ability to inspire others with leadership
- Ability to practise good improvisation in accordance with the philosophies of WIT
- Good understanding of the production of theatre
- Theatre industry knowledge

**ROLE DESCRIPTION: WIT Secretary**

Responsible to: WIT Members

Key Relationships: WIT Committee members  
WIT Members  
Email Database  
External industry professionals

Position Description: To be the Secretary of the Wellington Improvisation Troupe

Commencement: At the WIT AGM

Hours: 1 evening per month (committee meeting)  
1-2 hours per week for emailing etc  
Could be occasional subcommittee meetings as well

Key responsibilities and accountabilities:

As Secretary:

- Prepare and store minutes for the AGM and Committee Meetings and sign them off with the WIT Coordinator
- Manage and store WIT information and data
- Report on activities of the Committee
- Maintain and disseminate information relating to WIT activities for members
- Provide notification of meetings, training and WIT events
- Maintain mailing list and members register
- Prepare and forward Annual Reports of WIT
- Collect money at all workshops (can be delegated at AGM)
- Collect membership fees (can be delegated at AGM)
- Coordinate and develop the library (can be delegated at AGM)
- Keep an up-to-date contact list of all members
- Deal with any incoming post or email on behalf of the organisation.(or pass it on to the correct person to deal with)
- Be a cheque signatory
- Have custody of the WIT common seal

Person specification:

- Ability to manage workload independently
- Professional manner in all external communication
- Good organisational skills and attention to detail

**ROLE DESCRIPTION: WIT Treasurer**

Responsible to: WIT Members

Key Relationships: WIT Committee members  
WIT Trainers  
WIT Producers  
WIT Members  
External industry professionals

Position Description: To coordinate the finances of the Wellington Improvisation Troupe

Commencement: At the WIT AGM

Hours: 1 evening per month (committee meeting)  
2 evenings per month to maintain accounts  
More or less time may be required over the year (eg at end of financial year)

Key responsibilities and accountabilities:

As Treasurer:

- Keep a record of all the financial transactions of the organisation – money coming in and going out. You must keep receipts or copies of bills and invoices to match every payment made
- Give receipts for any money coming in and always pay it all into the bank. Do not use cash coming in for petty cash, always bank it.
- Check bank statements against WIT records regularly to check what has been paid into the bank and whether cheques have been cashed.
- Pay people, manage contracts and manage WIT finances
- Meet tax obligations
- Be a signatory for the WIT bank account and ensure that two other committee members are also signatories (Secretary and Coordinator)
- Write and co-sign cheques for the organisation
- Ensure there is agreement for money spent and it is clearly for the work of the organisation. All sums \$50 or larger must be minuted at a committee meeting
- Produce budgets for the committee's approval. These will show what the committee plans to do over the year, how much it costs and whether there is enough money to do it. It will also be used during the year to compare what is actually being spent against what was planned. The budget should be checked by the committee at least once a quarter.
- Give regular reports to the committee on the organisation's financial position. Make sure that everyone understands them, particularly where decisions are being made about spending.
- Check all funding budgets in collaboration with the Sponsorship Manager
- Check all show budgets in consultation with the producer of the show
- Provide financial advice to the WIT Committee on the best ways to manage WIT funds
- If the organisation has money it will not be spending immediately, investigate and advise the committee on how and where to invest it.

- Produce an annual statement of the organisation's accounts and arrange for an independent examination or full audit. You should present the statement to the Annual General Meeting and write the financial part of the annual report.
- Send accounts and reports to other bodies such as major funders (where appropriate), the Charities Commission and/or Companies Office.

Person specification:

- Ability to manage workload independently
- Professional manner in all external communication
- Good organisational skills and attention to detail
- Clear communication skills
- Meticulous bookkeeping
- A willingness to learn

**ROLE DESCRIPTION:        WIT Communication Manager**

Responsible to:            WIT Members

Key Relationships:        WIT Committee members  
                                  WIT Members  
                                  WIT Producers  
                                  External industry professionals

Position Description:     To manage the external communications of the Wellington Improvisation Troupe and ensure they are of a high standard

Commencement:         At the WIT AGM

Hours:                     1 evening per month  
                                  Approx 10 hours per month  
                                  Could be occasional subcommittee meetings as well

Key responsibilities and accountabilities:

- Get WIT loads of positive publicity and sold-out shows
- Develop a public relations plan based on the creative plan
- Coordinate and undertake communications initiatives
- Provide communications advice (internal and external)
- Ensure WIT communication standards are adhered to

Person specification:

- Ability to manage workload independently
- Professional manner in all external communication
- Good organisational skills and attention to detail

**ROLE DESCRIPTION: WIT Development Manager**

Responsible to: WIT Members

Key Relationships: WIT Committee members  
WIT Members  
Perspective WIT members  
WIT Trainers  
External industry professionals

Position Description: To provide development guidance for current and prospective members of the Wellington Improvisation Troupe

Commencement: At the WIT AGM

Hours: 1 evening per month (committee meeting)  
Approx 12 hours per month  
Could be occasional subcommittee meetings as well

Key responsibilities and accountabilities:

- Recruit fabulous new players
- Coordinate training and recruitment of new members
- Manage the integration of new players into the group
- Provide a development plan based on the creative plan
- Coordinate and develop WIT physicality (props, resources etc)
- Facilitate the application process for new WIT members.

Person specification:

- Ability to manage workload independently
- Professional manner in all external communication
- Good organisational skills and attention to detail
- Approachable manner for new players and WIT members



**ROLE DESCRIPTION: WIT Sponsorship Manager**

Responsible to: WIT Members

Key Relationships: WIT Committee members  
WIT Members  
WIT Producers  
External industry professionals  
Funders and Sponsors

Position Description: To facilitate funding and sponsorship for the Wellington Improvisation Troupe

Commencement: At the WIT AGM

Hours: 1 evening per month (committee meeting)  
As required, when funding proposals are needed  
Could be occasional subcommittee meetings as well

Key responsibilities and accountabilities:

- Develop sponsorship relationships and host sponsors at events
- Coordinate and develop sponsorship relationships
- Provide a sponsorship plan based on the creative plan
- Seek and obtain funding in consultation with WIT producers and the committee
- To ensure all report backs to funders are completed by due date

Person specification:

- Ability to manage workload independently
- Professional manner in all external communication
- Good organisational skills and attention to detail