

# **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.

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## 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

**Executive Members are designated with the following symbol (\*)**

### **4.0 Company Chair\***

- Provide overall direction and strategy to the Governing Board, Creative Team and Volunteers and ensure all are aware of the companies aims and objectives,
- Chair Governing Board meetings, AGMs, EGMs and Executive Team Meetings in accordance with this constitution,
- Ensure all Governing Board members are exercising their duties in accordance with this constitution and monitor their progress in fulfilling their duties,
- Ensure all Governing Board members, Creative Team members and Volunteers are aware of their duties and responsibilities,
- Be the primary external face of the company to outside organisations and individuals, and ensure that the mission, aims and objects of the company are communicated,
- Temporarily take on the roles of other Board members in the case of an unexpected absence until their replacement,
- Assist other Governing Board members in their duties as agreed when requested.

### **4.1 Company Secretary\***

- Provide general administration and organisation of the company files and documents, so they are easy for all Governing Board members to locate,
- Produce agendas within plenty of time before meetings and ensure they are circulated to all invited,
- Produce minutes and an action log following meeting, and ensure they are circulated to all those invited to attend,
- Communicate the dates of Governing Board meetings to Board Members and Creative Team Members and Volunteers who have been invited to attend,
- Ensure AGMs and EGMs are advertised to the general public at least one month in advance (for AGMs) or 7 days in advance (for EGMs),

- Monitor PB Theatricals Email Addresses and the social media inboxes and ensure all communications have been circulated with the person responsible for answering,
- Temporarily exercise the duties of the Chair in the case of a vacancy or absence.

#### **4.2 Treasurer\***

- To keep track of all PB Theatrical finances and ensure all parties are spending responsibly,
- Manage the organisation's bank account,
- Approve Creative Team salaries and ensure they are paid on time,
- Approve budgets for events 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.

#### **4.3 Production Coordinator (Adult Production)**

- This role can be shared by up to two (2) members,
- To ensure that rehearsal and performance venues are booked for the PB Theatricals Adult Production,
- To communicate with the Creative Team and volunteers involved in the Adult Production and ensure that each person is aware of their duties and responsibilities in plenty of time,
- To monitor registrations of the Adult Production 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 Production,

- To ensure that Props and Costumes for the Adult Production are purchased or otherwise sourced,
- To ensure that an adequate set for the Adult Production has been provided,
- To keep track of the locations of the various equipment required for the Adult Production, and (in coordination with the Volunteer Coordinator) ensure it has adequate transport between rehearsal and performance venues.

#### **4.4 Production Coordinator (Youth Production)**

- This role can be shared by up to two (2) members,
- To ensure that rehearsal and performance venues are booked for the PB Theatricals Youth Production,
- To communicate with the Creative Team and volunteers involved in the Youth Production and ensure that each person is aware of their duties and responsibilities in plenty of time,
- To monitor registrations of the Youth Production 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 Youth Production,
- To ensure that Props and Costumes for the Youth Production are purchased or otherwise sourced,
- To ensure that an adequate set for the Youth Production has been provided,
- To keep track of the locations of the various equipment required for the Youth Production, and (in coordination with the Volunteer Coordinator) ensure it has adequate transport.

#### **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 other Board members) 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 company 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 the lowest number of members which constitutes a majority. If quorum is not met, then the meeting cannot happen and will have to be rearranged;

5.2 The Governing Board meetings must be attended by at least one executive members and will be chaired by one of them;

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.