

# SWAN THEATRE COMPANY

## Terms of reference for Co-ordinating Committee

### Main purpose

To lead the Swan Theatre Company by developing and implementing a clear strategic plan which ensures the continuance of outstanding artistic provision, ongoing charitable work, and a commitment to develop the theatre for the whole community.

### Main functions

1. To develop, publish and have agreed at a meeting of members a Theatre Development Plan (TDP).
2. Where appropriate, to devolve responsibility for the implementation of the TDP to the Facilities, Artistic, Audience Services and Marketing teams.
3. To monitor and review the implementation of the TDP.
4. To allocate resources for the implementation of the TDP, through sound financial planning and the allocation of budgets.
5. To produce an annual set of accounts for external audit and approval at the AGM
6. To report progress on the TDP to the membership at an AGM.
7. To seek external sources of funding to allow for the development of the Swan Theatre and the Swan Theatre Company.
8. To be responsible for the Calendar of Events at the Swan Theatre and to develop guidance regarding the amount of use of the Theatre by the Company and external organisations.
9. To ensure that the charitable aims of the Swan Theatre Company are fully met.
10. To appoint Trustees of the Company who understand their role in relation to the Charity Commission.
11. To actively promote the Swan Theatre, raising its profile within, and developing links with, the community.
12. To have ultimate responsibility for the safety of all members, volunteers and general public using the Theatre facilities by ensuring all relevant regulations relating to licensing and Health and Safety are observed.
13. To resolve any disputes that may arise between members or teams and in such circumstances have the final decision-making authority on any matter.

### Composition

The Committee will consist of nine elected posts – the Chairperson, Secretary, Treasurer, Artistic Manager, Facilities Manager, Marketing Manager, and three Ordinary Members.

### Meetings

The Committee will meet no fewer than 6 times per year. All meetings will be formally minuted with copies circulated to Committee members and the President.