**Vice Chairman**

Deputising for Chairman as required, particularly:

• Chairing Committee meetings

• Attending meetings/events

With the Chairman:

• Discussing and brainstorming issues that arise

• Sharing "difficult" duties

• Attending annual and ad hoc meetings with the Everyman Theatre.

Taking an active part in Committee discussions and decisions.

Member of Finance Sub Committee.

Representing CODS at Joint Societies meetings.

Being a "presence" at rehearsals and representing the Committee's position.

Advising/Liaising with Committee and Society members ... or directing queries to relevant person.

Keeping up to date with the Society's people and policies.

Having an understanding of the "big picture" - how shows are put together, how the Society runs, the responsibilities of the Committee and its individual members, etc.

Soothing nerves.