Secretary

* First point of contact for new members & general enquiries
* Dealing with emails that come in from the website – answering the emails, making phone calls, sending letters
* Communication with licence holders re:
	+ availability of licences to perform
	+ perusal material
	+ signature of contracts
	+ hire/purchase of librettos & scores
* Correspondence with theatre management, such as obtaining contact details, arranging appointments. (Contracts dealt with by Chairman)
* Correspondence with production teams & all ancillaries re appointments
* Circulating budget information to production teams
* Booking rehearsal rooms and dealing with any resulting correspondence
* Helping to find alternative rehearsal spaces if our two main places are unavailable and keeping a list of contact details
* Find out who has won the CODS Cup and the David Johnson cup at the festival
* Attending CODS Committee & some production/budget meetings when required.
* Supply licence holder credit information sheet to Publicity Manager as soon as show licence is secured
* Create and send out invitations around the Civic night. Manage correspondence around this event. Send attendee list on to whoever is hosting the night (if it’s not the secretary).
* Keep track of where keys are for Christchurch/Swindon Village. Make sure relevant directors have keys/access for auditions and rehearsals.
* Apply for Arts Council grant.