

The STC committee is made up of volunteers elected by the AGM each year and is there to keep STC running. There are regular committee meetings once a month, plus helping at events and productions, and various other management/admin stuff.

There are 3 defined “officers” - Chair, Secretary and Treasurer - plus a variable number of others. The committee members share out the various tasks, including:

- Chair - chair committee/AGM meetings, represent STC externally, co-ordinate committee and STC activities, governance
- Treasurer - managing bank account/PayPal, finances, budgets, processing payments/receipts/membership, also Insurance
- Secretary - ensuring meetings are minuted/agendas etc.
- Membership - processing membership applications/renewals/enquiries/ mailing list signups, maintain membership database, check membership status at events
- Events - arranging the programme of second Tuesday events, finding volunteers to lead them etc.
- Programming shows - whole committee seeks/receives proposals from members or externally, reads/considers potential shows, agrees programme/budgets
- Newsletter - producing the email newsletter, about twice a month, to go out to the mailing list, covering our activities (also sent to social media and saved to website)
- Webmaster - keeping the website/online presence up to date with content - events, shows, newsletters etc. - and software maintenance
- Social media - currently this is limited to posting newsletters, show publicity with show specific posts in the run up to performances (someone from the show team). It would be good to have someone take on a regular social media task.
- Licencing - getting bar licences and show performance licences
- Production liaison - supporting directors and production teams (by show, often a committee member is involved anyway)
- Ticketing - setting up and managing online tickets
- Listings - getting shows listed via online services and local press etc.
- Front of house (including bar) - finding volunteers, briefing, stocking bar, setting up a venue, signage/displays etc, box office at show (by show, often a committee member is involved anyway)

- Technical/Company Stage Manager - support for technical and backstage stuff, props, set, rehearsal venue etc.
- Wardrobe - managing our small stock and supporting a show (by show; no overall person)
- Legal, Health, Safety & Security - the whole committee is responsible
- Anything and everything else that needs doing!