



Boston Playgoers Society

Chair & Treasurer

Mrs Mrs L Taylor
lucy.bostonplaygoers
@btinternet.com

Vice Chair

Mrs R Rowett
rachelrowett
@btinternet.com

Secretary

Mrs M Poulson
info@bostonplaygoers.co.uk

21st May 2018

Dear Members,

Boston Playgoers Society – Annual General Meeting Tuesday 26th June 2018

The Annual General Meeting is to be held on 26th June 7.30pm at Blackfriars. The agenda is enclosed together with the minutes of last year's meeting. Proposals and submissions are welcomed for our next year's programme, which will need to be decided at the meeting. As a member of the Society, please make sure you are able to attend and if not, please send your apologies.

This year is an extra special one for the Society as it celebrates its 90th Anniversary, and the committee's plans to commemorate this event will be discussed at the AGM. However, without wishing to be negative, the committee feels that Boston Playgoers will not be able to continue without some help and support from our membership. The Chair, Treasurer, Vice-Chair and Secretary positions, as well as the committee, all take on tasks to run the Society, but at the moment this is falling to a few people and it is becoming increasingly unsustainable with regards to their time. Lucy Taylor is standing down as Chair after leading the Society for four years, and I am also standing down as Secretary and from the committee after nine years.

Given this situation, the committee would like to propose a different approach to keeping the Society going. In other societies, more people are on the committee, but everyone has a 'portfolio', or particular task, which they are responsible for e.g. putting up the posters, liaising with the papers, arranging the licenses, looking after the website etc. Portfolio holders need only attend committee meetings if necessary, so for example if someone was responsible for putting up banners, they might not have to attend any but just arrange to pick them up. We feel it may be a way of 'spreading the load' amongst everyone who wants the Society to keep going, but may not have the time to commit to the current way the committee runs with its monthly meetings. A full list of the tasks involved in running the Society is attached at the end of this letter, and portfolio holders will be decided at the AGM. If you would like to be a portfolio holder but are unable to attend, please let Melissa know the details.

That being said, we would also really like to encourage nominations for our regular committee, as we do have some vacancies. The committee meets one evening every month at Blackfriars. All officer posts and committee positions are up for re-election, but as above, we particularly are looking for candidates for the positions of Chair and Secretary. If you wish to stand for an officer position or become a committee member please complete the cut off slip below and either return to the Secretary at 5 Manwaring Way, Swineshead, Lincs PE20 3NU (or email info@bostonplaygoers.co.uk) or hand in at the beginning of the meeting. Please note that you must be a current paid up member to be entitled to nominate, stand and vote.

Kind regards
Melissa Poulson
Secretary
Boston Playgoers Society

Boston Playgoers Society is affiliated to the National Operatic and Dramatic Association (NODA)

Chair (position currently held by Lucy Taylor, who is standing down at the AGM)

- Charing committee meetings and the AGM

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- Putting forward any proposals the committee makes
- Ensuring the organisation is kept within its constitution
- Liaising with secretary for agenda items and membership updates
- If any decision has to be made via email, informs the committee of the final outcome
- Resolving any issues which need attention
- Authorising complimentary tickets
- Liaising with NODA
- Liaising with Blackfriars
- Acting as the society's representative

Secretary (position currently held by Melissa Poulson, who is standing down at the AGM)

- Communicating with committee
- Taking minutes
- Writing agendas for meetings and AGM
- Sending out AGM details
- Monitoring the Boston Playgoers email address

Treasurer (position currently held by Lucy Taylor)

- Looking after budgets and the books
- Collecting membership money and any other money from performances, raffle, donations etc.
- Recording transactions
- Reimbursing expenses
- Paying invoices, querying any discrepancies
- Keep all invoices and payments for at least 7 years
- Record and bank money taken
- Collate annual accounts (year ending 31st May)

Portfolio Responsibilities

- Membership
- Website maintenance (uploading details on productions, production images, writing news articles and audition notices) – training can be given
- Social Media (Facebook, Twitter, Instagram)
- Sending out emails to the mailing list – training can be given
- Organising licences
- Liaising with local press and media
- Writing press releases
- Sets
- Props
- Costumes
- Licences
- Front of House (raffles and programmes)
- Putting up Banners
- Putting up Posters

NOMINATION FORM

If you feel you could do any of the officer positions, or could take on one of the Portfolio responsibilities, your help would be instrumental in keeping Boston Playgoers going and would be much appreciated. Please fill in the below form and send to Melissa Poulson, 5 Manwaring Way, Swineshead, Lincolnshire PE20 3NU or email info@bostonplaygoers.co.uk.

(PRINT NAME) _____

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would like to be considered for the post/portfolio of:

(Signature) _____
