



EHOS 56th Annual AGM

Wednesday 3rd October 2017

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Annual General Meeting
To be held on 27th September 2017
At Broxbourne URC, Mill Lane, Broxbourne EN10 7AZ
7.30 Cheese and wine served. Meeting to start at 8pm

AGENDA

1. Apologies
2. To accept the Minutes of the last AGM
3. Matters arising from these Minutes
4. (a) To consider the report of the Committee
(b) To receive, and if thought fit to adopt the statement of accounts
5. To elect the President of the Society.
 - Current nomination is Daniel Goode
6. To elect the Vice Presidents of the Society.
 - Current nominations are Haydn Boxall, Hailey Budd, Nigel Fruin, Daniel Goode and Gordon Sutterby
7. To elect the Officers and Members of the Committee
 - Current nominations are as below:

| | |
|-----------------|--|
| Chairman | Matthew Hudson |
| Secretary | Helen Fruin |
| Treasurer | Nigel Fruin |
| Elected Members | Bradley Boxall, Chloe Frazer, Lewis Harrison-Barker, Jo Hunter |

Non committee Positions

Honorary Members Alan Shields, Mark Goode, Allison Parris, Debbie King

| | |
|-----------------|---|
| President | Daniel Goode |
| Vice Presidents | Haydn Boxall Hailey Budd Nigel Fruin Gordon Sutterby |

8. To agree the Annual Subscription for next year
9. To award Best Performer and Best Contribution and Performers performer for Wedding Singer and American Idiot
10. Any Other Business



Acting Chairman's Report - 2016/17

I joined New Expressions, the youth section of EHOS in 1992 at the tender age 11 & took part in my first EHOS production of West Side Story in 1995, turning 14 on the day of the last performance.

Since then I have been an active member of the Society both on stage and behind the scenes. Although I flirted with other groups, EHOS has always been my home and I have made some amazing memories and even more amazing friends over the past 25 years.

For this reason, I was honoured to take over the reigns as Acting Chairman in April.

On behalf of myself and EHOS I would like to say a big thank you to Haydn Boxall who has done an incredible job steering the Society for the last few seasons as Chairman.

Huge thanks must also go to Ian Greenwood & Susie Greenslade who resigned from their roles of Website & Box Office Manager & Membership Secretary respectively; your time and effort over the last few years has been invaluable.

After co-directing Spamalot I promised my wife that I would take a step back to spend more time with her and our two children Henry and Mia. For that reason, thanks to my lovely wife Jo, not just for her unstoppable efforts with EHOS Publicity but for supporting and encouraging me to do the complete opposite and fill in as Chairman!

It is undoubtable that we have faced several organisational challenges over the last year, however the whole Society have pulled together as a team and we have come out of the situation stronger than ever.

It is this spirit that forms the foundation of the Society and is what I believe makes EHOS one of the best 'families' you can belong to. Under extreme pressure we have not simply 'survived' but we have evolved.

We held 2 'Open House' meeting where all members were invited to share their ideas and suggestions and off the back of this we have examined every aspect of the group from the ground up, tweaked the things that work well and are continuing to refine the areas that needed improvement. They have been so successful that we will continue to hold these meetings quarterly.

April 2017 brought our first show of the year as well as our first show at Hertford Theatre - '*The Wedding Singer*', based on the smash hit Adam Sandler film with the same name. We saw an EHOS directorial debut with Beki Flannigan taking the reins with choreography by Kerry Stone and musically directed by Allison Parris.

EHOS' 126th show was filled with the awesome 80's and the cast partied their way through wedding after wedding with big hair, big songs, and even bigger dance routines. A special mention needs to go to Lewis Harrison-Barker who not only built an excellent set but saved us a lot of money by getting his students to do it as part of their assessments - way to work the system Lewis! Congratulations to Beki and her team on such a great production.

When September Ends '*American Idiot*' will be in it's final rehearsals and about to start it's run at the Spotlight. Directed by another new face, Miles Leven, with debut choreography by EHOS Social Secretary Chloe Fraser and Musical Direction by our unofficial 'resident MD' Allison Parris I cannot wait to see and hear the cast close our season in style with this epic Rock Opera.

Congratulations to James Kenneth and Sarah Austin on the birth of their son Alfie; if Lee has a boy then I look forward to seeing 'The Kenneth-Shop Quartet' win Briton's Got Talent in a few years!

The EHOS Social team have been hard at work again bringing us not just fund raisers like the Rock 'N Roll Bingo but a host of days out including Easter Egg Hunts, picnics, camping trips & treasure hunts! Great work guys; your events are always huge fun and the feedback nothing but brilliant - I know you have a lot more planned so keep up the good work.

As long-term plans start to fall into place I am looking forward to (hopefully!) officially fill the role of Chairman, and on a personal note I cannot wait for next year!

We have a new storage facility for our props, set and costumes and we are hoping to announce a new permanent rehearsal location soon.

The following season promises to be diverse and entertaining. Michelle Fisher will be back in control as we stage 'LIFE', a themed celebration of Musical Theatre that will be presented in February at Vicky Hall. The first get-together for this will be on Sunday 1st October so why not check out www.ehos.co.uk for more information.

We are also delighted to welcome Jeff Hammond to the Society who will be Directing our September 2018 production 'Priscilla, Queen of the Desert' the heart-warming and uplifting adventure of three friends who hop aboard a battered old bus searching for love and friendship and end up finding more than they could have ever dreamed of. 'Priscilla' will also see the return of the extremely talented Sarah Comerford, ready to put everyone through their paces as Chorographer, as well as the superstar MD that is Allison Parris.

Our big news this year was of course the launch of EHOS Players; a sub-division of EHOS, which will put on two plays a year to complement our existing musical theatre productions. With veteran performer and EHOS secretary Helen Fruin as Director and Daniel Goode as assistant director, our first production 'One Man Two Guvnors' marks the start of a new chapter in the evolution of the Society.

There are too many people to thank individually but I feel that Brad Boxall who stepped in as Membership Secretary & Lewis Harrison-Barker who joined as Society Stage Manager along with the existing committee members Nigel, Helen, Jo and Chloe should be recognised for their hard work, enthusiasm and dogged determination to succeed. Oh, and for putting up with me while I got my ducks in a row!

Finally (I promise this is the last one!), a massive thank you our subcommittees and to you, the members & the supports of EHOS, for your continued and unwavering support.

I hope to see you all at the AGM, thanks to you for all your continued support as a valued member.

Matt Hudson

Acting Chairman



Treasurer's Report 2017

For the first time since joining the committee I have unfortunately have to report a loss of over £3000 for the year.

This is not all doom and gloom as we have prepaid many expenses for next year within this year's books which you will find later in my report.

We started the year well by making profit of £389 with *SPAMALOT* when we thought we were running into a loss. Well done to Matt and Dan for a great show and being the right side of the accounting line.

However, a previous decision to hold our spring show at Hertford Theatre rather than Vicky Hall was not a good one as we made a loss of £1486 on *Wedding Singer*. This was due wholly on the cost of the theatre hire of £5275 which compares to £2000 for the Spotlight and £800 for Vicky Hall. Had we not gone to Hertford then the show would have made a healthy profit with a large audience of 532 clearly enjoying the show. Many thanks to Beki Flanagan and her production team on pulling out a great show despite all their challenges.

You will find a breakdown of each of the show's P&L for this year on the back of this report.

In June this year we were given notice to vacate our storage garages. However, Matt was able to find better storage at a slightly less cost. The only downside is that we had to pay a year up front of £986 which would otherwise not be reflected in the accounts.

Since losing our unit as part of Badgers last year we have had to pay for rehearsal space, this equates to about £1500 per show. We were lucky enough to get free rehearsal space for *Spamalot* with thanks to our great friend and local councillor Steve Wortley. However, this ended as our next show was not within the Broxbourne Borough. We are lucky to get Cheshunt School at a reasonable cost but it is unknown how much longer this will carry on.

We have also paid full license costs for our September 2018 show *Priscilla* due to the particular way we pay the for rights to these holders. Again, this is nearly £1000 which would not normally be portrayed in the previous year's books

Other events included a Christmas show in December which brought in a profit of £233 with thanks to Hailey and Alex and, and other fund-raisers arranged specifically for the shows.

We continue to pull back some of our expenditure by hiring out our sets, props etc. This has brought in £80 this year.

With all the usually expenditure of subscriptions, Insurance and running cost we are showing an overall loss for the year of £3197.43.

Half way through the company year we lost three of our committee members which could have caused a problem in the committee, but thankfully Matt stepped in to take over as Interim Chairman, and Brad and Lewis joined as committee members.

I would personally like to thank them for stepping in as all 3 have brought a much needed freshness to the committee. I would especially like to thank Matt who has by his leadership given the company a new direction and vigour.

At the time of writing we are preparing yet another innovative show with *American Idiot*. This has been a fairly expensive show to produced, but hopefully the ticket sales will recoup these costs.

I am pleased to say I am looking forward to new initiatives in the forthcoming year, especially the launch of EHOS players and the forthcoming prosperity for the company.

Nigel Fruin August 2017



Profit & Loss Account for the Period ending 31/08/17

| | | Income £ | Expenditure £ | 2016/17 £ | 2015/16 £ |
|---------------------------------|------------|-------------|------------------|--------------|--------------|
| Show Trading Accounts | | | | | |
| Priscilla | Spotlight | 0.00 | -3,137.70 | -3,137.70 | |
| Spamalot | Spotlight | 9,140.32 | -4,799.42 | 4,340.90 | -3,023.63 |
| Wedding Singer | Hertford | 10,923.08 | -11,935.14 | -1,012.06 | -500.00 |
| One Man Two Guvnors | Vicky Hall | 0.00 | -313.20 | -313.20 | |
| American Idiot | Spotlight | 0.00 | -1,208.00 | -1,208.00 | -500.00 |
| Show profit or loss | | | | -1,330.06 | 5,282.96 |
| Other Income | | | | | |
| Tuck Shop | | 0.00 | -11.96 | -11.96 | -7.96 |
| Membership | | 830.00 | 0.00 | 830.00 | 490.00 |
| Hire | | 80.00 | 0.00 | 80.00 | 50.00 |
| Social | | 445.00 | -181.53 | 263.47 | 1,386.05 |
| Other Expenses | | | | | |
| Subscriptions - Badgers / BArts | | | -515.00 | -515.00 | -1,481.19 |
| Insurance | | | -339.45 | -339.45 | -290.80 |
| Storage Hire | | | -1,909.96 | -1,909.96 | -740.96 |
| Sundry | | | -264.47 | -264.47 | -761.92 |
| | | 21,418.40 | -24,615.83 | -3,197.43 | 3,926.18 |

Balance Sheet as at 31/08/17

| | 2016-17 £ | 2015-16 £ |
|-----------------------|--------------|--------------|
| Cash | 20,885.04 | 24,082.47 |
| Prepayments | 0.00 | 0.00 |
| | 20,885.04 | 24,082.47 |
| Accruals | 0.00 | 0.00 |
| Net Assets | 20,885.04 | 24,082.47 |
| Represented by : | | |
| Reserves B/Fwd | 24,082.47 | 20,156.29 |
| Current Profit / Loss | -3,197.43 | 3,926.18 |
| | 20,885.04 | 24,082.47 |



Show Accounts for Spamalot & Wedding Singer

| SPAMALOT | Income | Expense | Net | Budget | Variance |
|---------------------------|------------------|------------------|---------------|---------------|-----------------|
| | £ | £ | £ | £ | £ |
| Script Fees | | 22.08 | -22.08 | -400 | 378 |
| Royalties & License | | 1,248.69 | -1,248.69 | -1200 | -49 |
| Show Fees | 1800.00 | | 1,800.00 | 1800 | 0 |
| Civic Booking | | 1,163.60 | -1,163.60 | -950 | -214 |
| ROC music | | 516.63 | -516.63 | -900 | 383 |
| MD | | 1,100.00 | -1,100.00 | -1100 | 0 |
| Choreographer | | 100.00 | -100.00 | -100 | 0 |
| Advertising - Adverts | | 59.03 | -59.03 | -50 | -9 |
| Advertising - Posters | | | 0.00 | -100 | 100 |
| Advertising - Banner | | 141.00 | -141.00 | -80 | -61 |
| Advertising - Flyers | | 59.50 | -59.50 | -60 | 1 |
| Programmes | 262.00 | 100.00 | 162.00 | 100 | 62 |
| Costumes | | 1,858.48 | -1,858.48 | -1000 | -858 |
| Props | | 218.83 | -218.83 | -200 | -19 |
| Lighting & Fx | | 390.00 | -390.00 | -300 | -90 |
| Set costs | | 1,440.00 | -1,440.00 | -1440 | 0 |
| Box Office (see below) | 9625.00 | | 9,625.00 | 10590 | -965 |
| Civic Commission | | 981.75 | -981.75 | -900 | -82 |
| Card transaction charges | | 261.33 | -261.33 | -300 | 39 |
| Transport | | 1,440.00 | -1,440.00 | -1440 | 0 |
| Drinks giveaway | | 17.20 | -17.20 | -200 | 183 |
| Rehearsal space | | 187.50 | -187.50 | -1000 | 813 |
| Gifts | | 114.47 | -114.47 | -120 | 6 |
| Other expense | | 50.00 | -50.00 | -50 | 0 |
| Other income (Quiz night) | 172.30 | | 172.30 | 0 | 172 |
| Total | 11,687.00 | 11,470.09 | 389.21 | 600.00 | -210.79 |

| Wedding Singer | Income | Expenditure | Net | Budget | Variance |
|-----------------------------|------------------|--------------------|------------------|---------------|-----------------|
| | £ | £ | £ | £ | £ |
| Script Fees | | 615.00 | -615.00 | -500 | -115 |
| Royalties & License | | 1,394.26 | -1,394.26 | -1,600 | 206 |
| Show Fees | 1640.00 | | 1,640.00 | 1,725 | -85 |
| Hall Hire | | 5,275.00 | -5,275.00 | -5,275 | 0 |
| MD | | 200.00 | -200.00 | -250 | 50 |
| Band | | 1,412.00 | -1,412.00 | -1,800 | 388 |
| Choreographer | | 250.00 | -250.00 | -250 | 0 |
| Advertising - Adverts | | 25.00 | -25.00 | -50 | 25 |
| Advertising - Posters | | 32.00 | -32.00 | -80 | 48 |
| Advertising - Banner | | 40.00 | -40.00 | -50 | 10 |
| Advertising - Flyers | | 48.00 | -48.00 | -80 | 32 |
| Programmes | 186.00 | 106.25 | 79.75 | 100 | -20 |
| Costumes | | 338.39 | -338.39 | -300 | -38 |
| Props | | 46.08 | -46.08 | -200 | 154 |
| Sound, Lighting & Fx | | 548.50 | -548.50 | -300 | -249 |
| Set costs | | 500.00 | -500.00 | -500 | 0 |
| Box Office (see below) | 8958.20 | | 8,958.20 | 11,421 | -2,463 |
| Booking commission | | 256.32 | -256.32 | -238 | -18 |
| Transport | | 15.00 | -15.00 | -300 | 285 |
| Rehearsal space | | 1,170.00 | -1,170.00 | -1,200 | 30 |
| Gifts | | 106.75 | -106.75 | -120 | 13 |
| Other expense (postage etc) | | 36.31 | -36.31 | -50 | 14 |
| Other expense (Logo pack) | | 100.00 | -100.00 | 0 | -100 |
| Other income (R&R bingo) | 243.78 | | 243.78 | 0 | 244 |
| Total | 11,027.98 | 12,514.86 | -1,486.88 | 103 | |



Minutes of the 55th Annual General Meeting

Held on 4th October 2016 At Broxbourne United Reform Church.

In Attendance.

| | |
|-------------------|----------------------------------|
| Chairman | Haydn Boxall |
| Treasurer | Nigel Fruin |
| Secretary | Helen Fruin |
| Committee Members | Susie Greenslade, Ian Greenwood, |

Company Members

Daniel Goode, Matthew Hudson (MH) (arr. 8.15), Michael Champness-D'Abeau (MCD), Phil Watkins, Clare Levy, Marco Ward, Kerry Stone, Joanne Hunter, Jean Sowden, James Bentley (JB), Cara Bentley (CB), James Kenneth, Charlotte Waters (CW), Michelle Fisher (MF), Richard Butler (RB).

1. Apologies

Sue Finn, Tim Clarke, Pam Hallesy, Beki Flanagan, Tara Dean, Jo Hudson, Kylie Boxall, Chloe Frazer, Emily Frazer, Keeley Frazer, Debbie King, Hailey Budd, Eylssa Dean, Nicola Thomas, Lily Tello, Molly Tello, Milly Andrews, Amelia Nicholls, Stuart Locke, Mel Ryde, Ebony Tomkinson, Hannah Jenkins, Dan James, Lianne Snelling, Sarah Pym, Cera Rose Pickering, Katie Parker, Doreen Boxall, Lewis Harrison Barker, Alex Budd & Brad Boxall.

Apologies were sustained.

2. Minutes from last AGM

Minutes of the 2015 AGM accepted by a show of hands.

3. Matters arising from these minutes

No matters arising

4. Reports of the committee

a) Chairman's Report

Haydn Boxall read his report. Chairman's report proposed by IG (Ian Greenwood) a show of hands agreed.

b) Treasurer's report/presentation of accounts

NF read his report. NF opened the floor for questions.

Marco Ward asked NF why the Tuck shop was not profitable, NF explained that due to stock going out of date it was sold off at less than cost price.

The treasurers report and accounts were proposed by PW (Phil Watkins) accepted by a show of hands.

5. To elect The President of the Society

Matthew Hudson is the only Nomination. There being no other nominations this is duly elected.

6. To elect The Vice Presidents of the Society

HB explained that Vice presidents are usually previous Chairman and/or Presidents of the Society who are still involved in the society.

Nominations stand as HBudd, NF, GS & DG. There being no other nominations, a show of hands elected all as Vice Presidents.

7. To elect the Officers & Members of the Committee

HB handed over the meeting to NF

Committee recommendation and nomination for Chairman is Haydn Boxall (HB).

HB being the only nomination was duly elected.

NF and HF continue to stand for Treasurer and Secretary respectively.

HB explained that NF has worked tirelessly in obtaining free rehearsal space for SPAMALPOT and continues to keep things on safe ground financially and asked for a round of applause.

Committee recommendation and nominations are for HF and NF, them being the only nominees for the roles were duly elected.

HB explained that those remaining on the committee were Susie Greenslade, Ian Greenwood and Jo Hudson.

The only person standing for election Chloe Frazer.

As these are the only nominated members this motion was carried.

HB went on to explain that as a committee we are allowed to co-opt two members to the committee. The committee would like to co-opt Jo Hunter with the support of our members. All agreed by a show of hands.

| | |
|-----------------|--|
| Chairman | Haydn Boxall, |
| Treasurer | Nigel Fruin |
| Secretary | Helen Fruin |
| Elected Member | Chloe Frazer, Susie Greenslade, Ian Greenwood, Jo Hudson, |
| Co-opted member | Jo Hunter |

Non committee Positions

| | |
|-----------------------|----------------------------|
| Society Stage Manager | Alan Shields |
| Honorary Member | Alan Shields Mark Goode |

There being no other nominations a show of hands elected the above Officers and Members of Committee 2016/2017

8. To agree the Annual subscription for the year 2017-2018.

The committee proposed that the membership stay as voted last year. £15 pounds if paid at the AGM, £25 if paid at a show get together.

A discussion was held for and against the proposal.

In the main it was agreed that it was great value.

A show of hands, one against, motion carried.

9. To award the Best Performer and Best Contribution for Happy Days and Footloose

Happy Days best performer- Kylie Boxall
Happy Days best contribution- Allison Parris
Happy Days Performers Performer- James Bentley

DG thanked all involved in SPAMALOT, especially to Nigel Fruin for obtaining free rehearsal space, Michelle Fisher for coordinating the costume changes and also the winner of:

SPAMALOT best contribution- Penny Coyston
SPAMALOT best performer- Michael Champness-D'Abeu
SPAMALOT Performers Performer- Richard Butler

10. Any other Business

It was asked if we could look into a card reader to collect Membership. MH ensured he usually has his to use.

Social Committee

HB explained that we now have a social committee which is open to all Those willing to remain are CW, MH, MF, MC-D.
Stepping down are Haydn and Kylie Boxall
Also elected by the members were RB, CB and JB who were duly elected.

Upcoming Shows

Wedding Singer

HB explained that Wedding Singer is our April 2017 show as was voted on at the last AGM.
The production team is
Director - Beki Flanagan
Musical Director - Allison Parris
Choreographer - Kerry Stone
HB went on to explain that this will be a great show for the whole company to be involved in and that we would hope that we get a lot of baking from the whole society as it is one of our biggest ventures to date especially as we are performing at a new venue, Hertford Theatre.
HB explained that we are back at Cheshunt School for rehearsals.

American Idiot

HB gave the members some details of American Idiot, introducing the Director, Miles Levin who took to the floor to explained a bit about himself. He then went on to explain who Green Day are and what the show is about. He then explained to the gathered members what his vision is for the production and what he would want from the cast.

Miles opened the floor for questions.

2018 Productions

HB went on to tell the gathered members that as we have lost the unit and had some big spends over the last year, we, as a committee have thought long and hard about the shows for 2017-2018

It was agree by the committee to do a Wetty's (West End Through The Years) type show for April 2018 at Victoria Hall as it was so successful both for the company and financially the last time we performed this type of show.

The September 2018 show at the Spotlight, HB went on to tell the members that the committee are delighted to announce the rights for 'Pricilla Queen on the Dessert' have been secured.

At MW request the role of society stage manager role was explained,

MW asked where the committee stands on an EGM, for it states in the constitution that for an EGM to happen, 30 members have to be present and as there are not 30 members currently this would be impossible to put in to place were it needed.

SG as membership secretary stated that our average membership once we are in any given rehearsal period is usually around 50-60.

The committee agreed to discuss this in their next committee meeting to be brought up on matters arising at the next AGM.

11. Meeting closed at 21.12



EHOS AGM EXPLAINED

Annual General Meeting

Before the AGM the current committee will:

1. Review the society Constitution; any amendments must be put to the members for discussion and a vote. A vote of at least two-thirds majority is required in order to carry the amendment.
2. Assess current committee subsidiary job roles dissolving any that are no longer relevant and adding new ones. The core roles (Chair, Secretary, Treasurer) may not be changed.
3. Plan the AGM and nomination period, choose a returning officer to oversee any elections that may happen and decide on the election process
4. Publicise the AGM, and nominations rules and dates to all society members at least 7 days in advance of the AGM date.

During the AGM:

1. Present the reports
2. Present thank you gifts/cards
3. Elect the new committee democratically
4. Announce the production awards
5. Set the membership fee for the following year

After the AGM:

1. Arrange handover properly to the new committee
2. Assign job roles to the new committee at the first meeting

Campaigning Rules:

The current committee must not show any preferences for candidates. However, candidates themselves may wish to independently campaign on Facebook or other forms of social media.

All candidates need to be aware that the role of the committee is not just to sit about drinking tea and having a good old moan. They must be ready to take on a job that carries responsibilities and tasks. Committee members always work for the good of the society and give up their time willingly as required by the role.

Electing your new Committee:

It is not always necessary to vote if there is only one candidate standing or if the committee are filling a co-opted position (see co-opting).

Only current members of the society are eligible to vote and each member will only be able to vote once. Before voting begins, candidates will be given the opportunity to speak to the voters. This should have a maximum time limit.

Following the address voters may ask questions of the candidates as appropriate but the Returning Officer should oversee questions to ensure that they are consistent and not prejudicial towards one candidate.

Candidates are entitled to vote too (even for themselves!)

Voting should always include a RON option – Re-Open Nominations, so if society members are unhappy with the candidates, they can vote to re-open the nomination procedure for that position.

Votes will be cast by secret ballot: this is the fairest and most transparent way, ballot slips will be available for each position.

How to Appoint Committee Members for Special Roles (Co-opting):

There is occasionally a need to appoint (rather than elect) a new committee member to take up a subsidiary role.

An example of this is when an experienced society member has specialist skills that would benefit the society and the running of the committee and that skill is not in the current committee members.

In this case, there is no requirement to hold an AGM or EGM although all decisions must have a quorum committee vote. Up to three members may be co-opted onto the committee.

The core roles of Chairman, Secretary and Treasurer cannot be appointed: they must be elected.

How many roles are there?

There are three core 'elected' roles; Chairman, Secretary and Treasurer. These roles must be filled by fair election and voted for by the society's members.

There are four subsidiary roles, which are currently Box Office & Web Manager, Social Secretary, Membership Secretary and Publicity & Marketing Officer these can either be elected or co-opted.

****It is important to remember that the subsidiary roles can be carried out by more than one committee member as required and will not be assigned until the first committee meeting following the AGM.***

What about an EGM?

Hopefully, an AGM will establish the committee for the year without a hitch.

However an EGM (Extraordinary General Meeting) can be held at any point during the year, when they are necessary or when issues arise.

An EGM can be called by the committee or by request of at least 30 members of the society

Removing a Committee Member from the Committee

If it feels like an elected member of the committee is not behaving in an appropriate way, this can usually be solved internally by speaking to them and asking what you can do to help.

If no improvement is seen after this, any committee member may initiate a Vote of No Confidence to remove them from the committee.

This really is a last step and should only happen if mediation has broken down. It needs to be carried out firstly in a committee meeting and then during an EGM.



EHOS MEMBERSHIP FORM

Please complete this form in block capitals

Thank you for joining EHOS for this season, whether you are re-joining or joining for the first time we hope you find us a more than welcoming society.

| | | | |
|-----------------|------------------|------------------|--|
| Name | | DOB | |
| Address | | | |
| | POST CODE | | |
| Mobile # | | Home # | |
| E-Mail | | | |
| Twitter | | Instagram | |

Other Interests & Hobbies:

I am interested in (please tick):

- Performing Choreographing Directing Musical Direction
 Sound Lighting Set Design / Building Costume Design / Making
 Props Organising Social Events Publicity Front of House

I have paid my annual membership subscription and I understand that it expires in October.

As a new member, I have received a copy of the EHOS Members Handbook that contains the rules that govern EHOS and its Code of Conduct and I agree to adhere to these rules.

As a re-joining member, I understand that I can find a copy of this information on the EHOS website at www.ehos.co.uk/membership.

I recognise the importance of the internet and social media in shaping the public opinion of EHOS and I agree to consider the lasting reputation of the society at all times when referencing it on any public forum.

Signed

Date



EHOS COMMITTEE EXPLAINED

Job Descriptions of the Core Roles

THE CHAIRMAN

Role:

To be responsible for the implementation of good practice, and orderly running of the society.

Skills:

- Approachable
- Enthusiastic with a good knowledge of the society
- Well organised and able to delegate
- Ability to control meetings
- Confident at public speaking

Main Duties

- To chair and control the meetings of the committee
- To be involved, where appropriate, in the coordination of all productions and events
- Oversee decisions made by the committee
- In conjunction with the secretary present the annual report
- In conjunction with the treasurer present the annual accounts
- Consult with the secretary on the content of the agenda and minutes of meetings
- Advise the treasurer on the use and investment of society funds
- Report to the committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are agreed on (ratified) by the committee.

THE SECRETARY

Role:

To ensure the smooth running of society administrative requirements

Skills:

- Good administration skills
- Good working knowledge of ICT and minute taking
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the society

Main Duties

- Deal with the day to day running of the society including all correspondence
- To apply for and manage performing rights licenses
- Call committee meetings and AGM, prepare agenda, take minutes and provide the committee (and members where appropriate) with copies
- Book venues for productions
- Act as the main point of contact for the society

TREASURER

Role:

To produce and manage society accounts and monitor finances

Skills

- Some financial background and knowledge of producing accounts
- Knowledge of using and working with spreadsheets or other account systems
- Reliable and honest Main

Duties

- Responsible for all society finances
- Monitor the budget throughout the year
- Issue receipts and keep records of all monies received
- Plan the annual budget in agreement with the committee
- Ensure that funds are used appropriately
- Keep up to date records of all transactions
- Prepare end of year accounts and present to the auditor and committee
- Manage all grant applications

Job Descriptions of the Subsidiary Roles

BOX OFFICE MANAGER

Role:

To manage all aspects of ticket sales.

| | |
|---|---|
| <p><u>Skills:</u></p> <ul style="list-style-type: none">• Customer service experience desirable• Good verbal and written skills• Well organised and efficient• Sound knowledge of the society | <p><u>Main Duties:</u></p> <ul style="list-style-type: none">• To sell tickets and maximise sales by telephone, online and by post• To provide reports of ticket sales to the treasurer and committee• To arrange front of house staff for all productions• To advise patrons about online booking.• To be proactive in the smooth running of the Box Office systems• To be available for work during show week |
|---|---|

MEMBERSHIP SECRETARY

Role:

To manage all administrative matters relating to the society's members

Skills:

- Good administration skills
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the society
- Reliable and honest

Main Duties:

- To take measures to protect members' data
- Keep up to date on Health and Safety and Safe Guarding procedures
- To provide and distribute membership registration/renewal forms
- To collect all membership and show fees
- To provide a list of new members details to the committee
- To be aware of members with health problems and/or special considerations
- To produce the quarterly newsletter for the society and manage its distribution
- To ensure that all children are chaperoned during rehearsals and shows and that all chaperones have a current licence

PUBLICITY & MARKETING OFFICER

Role:

To promote and publicise all information about your society's events

Skills:

- Well organised and efficient
- Sound knowledge of the society
- Confident and effective communicator
- An interest or background in marketing and promotion

Main Duties

- To promote and publicise, in a positive way all aspects of the society
- Establish working relations with local media
- Produce or manage the production of all fliers, programmes and other adverts
- Collect and collate all cast and production team biographies for programmes
- Advise on the best use of social media including the Twitter feed and Facebook group

SOCIAL SECRETARY

Role:

To effectively organise and communicate all social activities to members.

Skills:

- Good communication skills
- Well organised and efficient
- Good time management
- The ability to make decisions
- Be able to work as a team
- The ability to solve problems

Main Duties

- Maintain positive production cast dynamics
- Helping to attract new membership to the society
- To plan a wide range of social and fund raising events
- To assist in booking venues and promoting the social activities

WEBSITE MANAGER

Role:

To manage and be responsible for, the information that appears on the societies' website.

Skills

- Excellent writing skills
- Well organised & motivated
- Lots of creative ideas and the ability to work to deadlines
- Working knowledge of appropriate software and system
- Have a working knowledge of copyright and data protection
- Sound knowledge of the society

Main Duties

- To be responsible for maintenance and development of the site
- Liaise with, and report to, the committee on all editing, design and development of site content, style and appearance
- Advise on promoting information about the website to the committee
- Carrying out quality assurance checks on content

**The subsidiary roles do not relate necessarily to one committee member as it is common to distribute tasks across members where appropriate.*

Honorary Roles

COMPANY PRESIDENT

A person who has formally been a Chairman or Vice-President of the society

Role:

To represent the society at public functions.

VICE-PRESIDENT

A former Chairman who still takes an active interest in the company

COMPANY STAGE MANAGER

A person with the knowledge to support all stage management activities undertaken by the society.

**An honorary position is reserved for someone with special skills that has been a dedicated member of the society over time it is not an official committee position although they may be called to committee meetings on request of the committee. It is therefore not open to the election process.*

