

## CIRCUS WOW: POSITIONS AND JOBS THAT KEEP WOW WORKING



POSITION	TASKS AND RESPONSIBILITIES
<b>All Management Committee</b>	Attend management meetings and send apologies if unable to attend; Abide by the values and objectives of WOW; Observe the rules of WOW; Do not act on WOW's matters or discuss confidential issues with people outside of WOW without consent of the committee; Adhere to all accounting procedures of WOW; Represent WOW in a positive way; Adhere to grievance procedures to resolve any conflicts; Not abuse – verbally or physically – members of WOW;
<b>Chair</b>	Make sure regular management meetings are held; Encourage Management Committee members to attend meetings; Draw up an agenda for meetings, prioritise agenda items and if necessary keep time limits; Lead the meeting through the agenda keeping discussion relevant and decision making clear and encouraging broad participation; Make sure meetings are run in accordance with WOW's constitution; Act as a spokesperson for WOW; Check emails regularly and respond as necessary; Act as a spokeswoman for WOW; Develop knowledge of WOW Policies and Procedures and their application; Update as required; Stay in touch with day-to-day happenings in WOW
<b>Vice Chair</b>	Provide support to the Chair; Fill in when Chair is absent; Has a good understanding of the role of Chair and be able to fulfil these responsibilities when required; Take a proactive role in grant finding/writing or delegating others to do so
<b>Secretary</b>	Take accurate minutes of all meetings and ensure these are properly filed; Distribute copies of the minutes to the committee members before the next meeting; Make sure correspondence is filed and up-to-date and available to members as needed; Keep a register of members and Management Committee members; Maintain a Management Committee orientation kit and provide a copy to all new members; Update and maintain Policy and Procedures Manual, and ensure it is followed;
<b>Treasurer</b>	Monitor WOW's financial processes; Make sure procedures are put in place to ensure smooth running of accounts; Monitor monthly accounts; Organise bank accounts, invoices, transfer of Trybooking funds etc; Have sound knowledge in financial matters; Provide regular finance reports to the Management Committee; Coordinate and communicate with Bookkeeper; Arrange floats for WOW events requiring cash'
<b>Bookkeeper</b>	Book-keeping (using MYOB); Invoicing (eg. Payment Plans, unpaid class fees); Coordinate and communicate with Treasurer;
<b>Public Officer</b>	Notify relevant authorities of any changes in the official affairs of WOW and its financial position; Keep a record of Management Committee Members; Organise AGM

### **Committee Member (x 4)**

Attend meetings and take part in discussion and decision making; Nominate for a role to coordinate/assist with a specific role (see below for details); Take part where possible in managing projects , organising and volunteering at events; Provide support to other members of the Management Committee; Act as a spokesperson for WOW; Assist with writing Risk Assessments for classes and events; Assist with grant finding/writing/acquittal.

### **Training Coordinator**

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### **Assistant Training Coordinator**

Note: This role is much more manageable when shared between two. If the Training Coordinator is a member of the Management Committee it helps communications and planning.

Co-ordinate the Circus WOW Training program; Support members in their training by creating a safe, non-competitive and supportive environment for women; Plan the structure of the training term - best fit for space, trainers and classes; Source trainers and book training spaces – negotiating costs; Coordinate Trainer induction (Trainer Responsibilities list, use of Switchfit keys, lights, rolls etc); Produce hardcopy Training Timetable for each new term or coordinate with Communications Manager to do so by beginning of last week of previous term at latest; Ensure Trybooking is prepared for each new term by end of second last week of previous term; Ensure Training Timetable is shared with those managing Facebook, website, newsletter etc for promo; Oversee arrangements for workshops as necessary including booking trainer, space, Trybooking etc in a timely manner; Provide MC with a regular (monthly) training report summarising classes, numbers, trainers, joys, issues; Attend and assist in classes, as necessary (eg. Check on bookings etc); Collect the confidential medical forms from members; Prepare attendance register for classes and check trainers are keeping it; Check and reply to correspondence and enquiries re training regularly (gmail + messenger on WOW Facebook ); Forward email requests for Payment Plans to Bookkeeper; Assist with finding replacement trainers/notifying class of postponement if sick trainer needs support; Monitor equipment quality, safety and needs including checking arrangements for annual aerial rig check with Safety Officer; Assist with writing Risk Assessments for classes and workshops; Keep members informed of upcoming projects and workshops through FB, website, newsletter coordinator etc

### **Gigs Co-ordinator**

Timely response to enquiries (phone and email); Regularly check correspondence (gmail); Find out the details of the gig, provide a quote, seek expressions of interest from WOW members and trainers to perform in a gig; Give performers Performance Agreements; Keep Management Committee up to date on up-coming gigs; Liaise with Treasurer regarding payments for gigs; Discuss ideas with Management Committee, seek and apply for grants and funding for performance/gigs; Acquit successful grants; Debrief with performers/trainers after a gig; Keep up to date with membership (i.e. Skills and acts); Keep in line with Circus WOW prices for gigs; Maintain records of gigs; Some on-call requirement needed;

### **Outreach Co-ordinator**

Note: this role has not been filled for a number of years

Seek opportunities for WOW to outreach into community eg. Viva, HONK, workshops for refugee women etc Communicate and discuss Outreach ideas/grant with Management Committee/ Gigs Coordinator/ Training Co-ordinator as required; Seek and apply for grants and funding for outreach with agreement of Management Committee; Acquit grants applied for;

## **Membership Officer**

Note: Desperately needed as not done consistently since 2015

Coordinate with Communications Coordinator for newsletter/Facebook etc; Ensure membership fees are paid annually; Keep and regularly update a register of members; Prepare and distribute membership orientation for new members (to be revised); Create a members email list (cf Training Coordinator class attendees/medical forms); Maintain Mailchimp subscriber list, adding new members at least once, early each term with reference to new class participants; Attend classes and workshops where possible to welcome new members and communicate WOW's purpose; Encourage members to participate in organising projects, attending events, and participating in the AGM;

## **Communications**

Note: new role

Work with Marketing and Promotions to produce hard copy of Training Timetable for each new term, by the second last weekend of the previous term; Share training timetable with members/public (eg, Facebook, website, posters, fliers); Work with Marketing and Promotions to produce WOW newsletter 4-6 times a year in coordination with MC, Training Coordinator and others for content; Run completed copy past Management Committee or at least one member of Executive before publication;

## **Marketing & Promotions**

Note: not an identified role since 2015

Coordinate Marketing and Promotions through website, Facebook, etc; Work with Communications to produce WOW newsletter 4-6 times a year in coordination with MC, Training Coordinator and others for content; Seek opportunities to promote WOW; Discuss ideas with Management Committee; Run completed copy past Management Committee or at least one member of Executive before publication; Maintain contact list of relevant persons in media and Council for promotions; Keep a register of current merchandise stock as applicable; Act on ideas for new merchandise, sourcing quotes etc

## **Website Co-ordinator**

Note: not an identified role since 2015

Maintain and update the WOW website; Co-ordinate team of WOW members including Marketing and Promotions to maintain Website; Encourage participation of WOW members to contribute to the Website;

## **Archivist**

Note: not a role since 2015 but needed now to further sort and organise collected WOW items

Source and organise WOW memorabilia, videos, photos, flyers, posters, etc; Collate video footage of WOW shows and arrange for editing, transfer to DVD, storage and distribution; Distribution of video snippets etc to Facebook, website as appropriate; Seek and apply for grant funding for the cost of this work with approval of Management Committee;

## **Safety Officer**

Have an up to date and working knowledge of WHS practices; Devise risk assessments for WOW classes /events; Monitor and minimise hazards, policies and procedures, especially around use of aerial rig; Work with Management Committee to arrange First Aid training for WOW trainers and members from time to time; Arrange for annual safety check of aerial equipment by Tobi Pinazza @ CMG AV