

CENTRE STAGE

Committee Roles

A practical guide to how the Committee works and what each role is responsible for.

Centre Stage is led collectively by its committee, who also form the charity's Board of Trustees. Individual roles provide clear ownership, but major decisions and responsibility for the charity remain shared across the Committee. There are up to 13 committee positions, plus the President.

LEADERSHIP & OPERATIONS	BUSINESS & FINANCE	MEMBERSHIP & COMMUNITY	MARKETING & COMMS	ARTISTIC & PRODUCTIONS
President	Business Manager	Membership Officer	Communications Officer	Artistic Director
Chair	Treasurer	Events Officer	Production Campaigns Officer	
Secretary	Box Office Manager	Education & Diversity Officer	Social Media Officer	
General Member				

The President is elected on a four-year cycle. Other Committee roles are filled through the annual election process, in line with Centre Stage's governing arrangements.

Being a Centre Stage trustee

- Act in the best interests of Centre Stage and its charitable objectives.
- Share collective responsibility for good governance, financial stewardship and major decisions.
- Attend Committee meetings, prepare for them and follow through on agreed actions.
- Contribute constructively, respectfully and inclusively to discussion and decision-making.
- Take ownership of your portfolio while supporting other trustees when capacity allows.
- Champion a positive experience for members, volunteers, creative teams and audiences.
- Support Centre Stage activity during the year, including front of house or events where practical.

Leadership & Operations

President

Safeguards Centre Stage's values, culture and continuity, providing an independent source of support and advice to the Chair and Committee.

Key responsibilities

- Champion Centre Stage's values and help ensure the charity operates fairly and constitutionally.
- Support and advise the Chair where appropriate.
- Help maintain consistency, fairness and inclusion in auditions, and other key member processes.
- Represent Centre Stage to members and external stakeholders when required.
- Provide continuity and organisational knowledge across changes of Committee.

Works closely with: Chair, Artistic Director and the wider Committee.

Chair

Leads the Committee and ensures Centre Stage is well governed, financially responsible and focused on delivering for its members.

Key responsibilities

- Provide leadership and strategic direction for Centre Stage.
- Chair the Committee and create an inclusive, safe environment in which all trustees can contribute.
- Ensure the charity operates in line with its constitution, legal responsibilities and values.
- Maintain oversight of financial sustainability and major organisational decisions.
- Build key external relationships and act as a principal spokesperson for Centre Stage.
- Lead season planning at Committee level, including the pitch process.

Works closely with: President, Secretary, Treasurer, Business Manager and Artistic Director.

Secretary

Keeps the Committee organised, well documented and able to make and follow through on decisions effectively.

Key responsibilities

- Organise Committee meetings, including agendas, papers and minutes.
- Maintain a clear record of decisions and monitor agreed actions.
- Manage the main charity email account, routing enquiries and drafting correspondence where needed.
- Coordinate the administration of the annual pitch process with the Chair and Artistic Director.
- Organise the AGM and associated governance processes.
- Maintain an accessible and orderly archive of key Committee documents.

Works closely with: Chair and all trustees.

Business & Finance

Business Manager

Oversees the operational and commercial health of Centre Stage, helping the charity use its money, resources and systems effectively.

Key responsibilities

- Oversee strategic, business and operational matters alongside the Chair and Treasurer.
- Maintain oversight of key sources of income and major areas of expenditure.
- Lead relationships and negotiations for rehearsal space and other important operational suppliers.
- Work with production teams on budgets and forecasts, alongside the Treasurer and Chair.
- Provide regular financial and operational reporting to the Committee.
- Oversee the Box Office Manager and ensure core operational processes work effectively.
- Identify opportunities to improve efficiency, reduce cost, increase income and secure fundraising or grant support.

Works closely with: Chair, Treasurer, Box Office Manager, Artistic Director and production teams.

Useful experience: Commercial, operational or project-management experience is helpful. References may be required because the role has access to charity funds.

Treasurer

Protects Centre Stage's financial health and ensures its money is managed, recorded and reported responsibly.

Key responsibilities

- Advise the Committee on the financial implications of plans and decisions.
- Oversee the charity's financial affairs, controls and record-keeping.
- Manage banking, payments and income-processing arrangements.
- Prepare Gift Aid claims where applicable.
- Approve and monitor production budgets with the Business Manager, Chair and production teams.
- Prepare annual accounts for independent examination and required regulatory returns.
- Ensure trustees receive clear, timely information about the charity's financial position.

Works closely with: Chair and Business Manager.

Useful experience: Confidence with financial management is essential. References may be required because the role has access to charity funds.

Box Office Manager

Ensures booking, ticketing and front-of-house administration runs smoothly for audiences, members and production teams.

Key responsibilities

- Set up and maintain productions, auditions and events in Ticket Tailor.
- Manage ticketing queries, exchanges and other audience booking issues.
- Provide production teams with useful reporting on audition sign-ups and ticket sales.
- Prepare box-office and front-of-house information, including attendee lists, comps and seating information.
- Coordinate front-of-house and box-office rotas for productions, auditions and fundraising events.
- Support practical audience administration before and during events.

Works closely with: Business Manager, production teams and event leads.

Membership & Community

Membership Officer

Makes membership feel valuable, welcoming and well run, with a strong focus on recruitment, retention and community.

Key responsibilities

- Own the overall member experience across Centre Stage's membership types.
- Lead recruitment, retention and renewal activity, with attention to inclusion and outreach.
- Act as a key point of contact for prospective and existing members.
- Oversee automated membership processes and systems, ensuring Ticket Tailor and Mailchimp are used effectively.
- Coordinate member communications, benefits and welcome activity.
- Work with the President and Artistic Director to strengthen the wider membership offer.

Works closely with: Events Officer, Education & Diversity Officer, Marketing team, President and Artistic Director.

Events Officer

Creates social, learning and fundraising events that strengthen the Centre Stage community beyond productions.

Key responsibilities

- Develop and deliver a varied annual programme of member events.
- Generate ideas, book venues and coordinate practical delivery.
- Work with Marketing to promote events and encourage participation.
- Coordinate with production teams where an event contributes to a show budget, while retaining overall event ownership.
- Support membership activity during busy periods where practical.
- Support the Education & Diversity Officer on relevant events and activities.

Works closely with: Membership & Events Manager, Education & Diversity Officer and Marketing team.

Education & Diversity Officer

Helps make Centre Stage inclusive, accessible and educational for members, audiences and the wider community.

Key responsibilities

- Champion diversity, inclusion and accessibility across Centre Stage activity.
- Maintain and develop relevant inclusion and accessibility guidance or statements.
- Help audiences and auditionees find clear accessibility information and respond to access needs where possible.
- Develop education and outreach activity, including workshops, masterclasses and audience engagement.
- Encourage inclusive practice across auditions, productions, events and communications.
- Support the Events Officer on relevant activity.

Works closely with: Membership & Events Manager, Events Officer, President, Artistic Director and production teams.

Marketing & Communications

Communications Officer

Manages Centre Stage's newsletter and website, growing audiences, membership and recognition while protecting the brand.

Key responsibilities

- Works with the team to deliver a marketing schedule for newsletters, social media and website updates across the year.
- Send out newsletters on a regular basis, coordinating content from across productions and socials
- Keep the website updated and fresh to ensure communication of key dates, castings, news etc
- Maintain Centre Stage's brand guidelines and ensure communications are consistent and high quality.

Works closely with: Marketing team and production teams.

Useful experience: Design, photography, video, website or email-marketing skills are particularly useful.

Production Campaigns Officer

Turns marketing plans into strong, engaging content and materials across Centre Stage's channels.

Key responsibilities

- Works with the team to deliver a marketing schedule for newsletters, social media and website updates across the year.
- Plan and coordinate production-specific marketing activity, working closely with production teams
- Work with the rest of the marketing team to ensure show campaign material is distributed through internal and external channels
- Ensure show campaigns meet rights agreements

Works closely with: Marketing team and production teams.

Useful experience: Design, photography, video, website or email-marketing skills are particularly useful.

Social Media Officer

Keeps Centre Stage visible on social channels, engaging and responsive on social media throughout the year.

Key responsibilities

- Works with the team to deliver a marketing schedule for newsletters, social media and website updates across the year.
- Plan and publish regular social content in line with the wider marketing strategy.
- Deliver the social-media elements of production and event campaigns.
- Respond to appropriate messages and engagement on Centre Stage's social channels.
- Maintain an active presence between major campaigns, celebrating members and activity across the charity.
- Escalate sensitive, inappropriate or reputationally significant social-media issues appropriately.

Works closely with: Marketing team and production teams.

Useful experience: Familiarity with Instagram, TikTok, Facebook and Canva are all useful!

Artistic & Productions

Artistic Director

Leads Centre Stage's artistic programme and supports creative teams to deliver ambitious, viable productions that serve members and audiences.

Key responsibilities

- Develop and oversee a strong, balanced season that supports Centre Stage's charitable objectives and artistic identity.
- Lead assessment of pitches with the Secretary, considering artistic fit, team strength, viability and financial realism.
- Act as the main Committee contact for production creative teams, offering advice, mentorship and guidance.
- Work with the President to promote fair and inclusive audition processes.
- Support teams with realistic budgets, suppliers and practical production choices.
- Act as the first point of escalation for production issues, involving the Chair where appropriate.
- Maintain production guidance and work with Business, Marketing and Membership leads on shared priorities.

Works closely with: Chair, President, Secretary, Business Manager, Marketing team and production teams.

Useful experience: Previous experience on a Centre Stage creative or production team and a strong understanding of the charity's artistic identity are highly desirable.

General Member

To strengthen the Committee with additional capacity, perspective and skills, taking ownership of priorities that do not sit neatly within another portfolio.

Key responsibilities

- Contribute actively to Committee discussion, planning and decision-making.
- Take ownership of agreed projects or tasks and follow them through.
- Offer skills and support across portfolios where capacity allows.
- Bring forward ideas for improvement and positive change.
- Help share the Committee workload at busy points in the year.
- Act as an advocate for Centre Stage's members, values and artistic ambitions.

Works closely with: The whole Committee.

Working together

These role descriptions are designed to create clear ownership without creating silos. Centre Stage works best when trustees communicate early, share information and support one another across portfolios.

- Role descriptions set the core expectation, not an exhaustive task list.
- Operational tasks may be delegated to members or volunteers, but the relevant trustee retains oversight.
- Responsibilities can evolve as systems, suppliers and the needs of the charity change.
- Where responsibilities overlap, trustees should agree ownership rather than duplicate work.
- All trustees remain collectively responsible for the governance of the charity.