

TERMS OF REFERENCE AND ROLES

Adopted: Open Morris AGM, 12th November 2016
Amended: Open Morris AGM, 26th November 2017
Reviewed:

**This document is not part of the constitution.
It will only be modified by agreement at an AGM or EGM.
It will be saved as a separate document to be published on the website.**

1) THE OFFICERS OF OM:

- a) will take over their roles six weeks after their election at AGM, with the six week period being a shared transition phase for the outgoing Officer to assist the new Officer to take over the role.
- b) are expected to attend the AGM and any other OM meetings and be available to help with JMO events organised by OM.
- c) may occasionally be required to undertake duties outside their job descriptions, eg representing OM at other organisations' AGMs and attending other relevant meetings, conferences and events.

2) THE CHAIR OF OPEN MORRIS (OM) WILL:

- a) communicate effectively with the media, **members**, other OM Officials and with people from all sections of the community;
- b) lead, manage and delegate effectively with honesty and integrity;
- c) be responsible for liaison between the Officials;
- d) ensure that the membership is kept informed of matters of importance;
- e) encourage development and maintenance of a good relationship between **members** and the Committee;
- f) be spokesperson and representative of OM within the JMOs;
- g) assume the role of Chair of the JMOs tri-annually, organising the JMO AGM and overseeing the JMO National Day of Dance in that year.

3) THE SECRETARY WILL:

- a) communicate with and work in conjunction with other Officers;
- b) circulate minutes of OM meetings (including Committee decisions made via email, IM media, text or phone);
- c) send out ad hoc communications to membership and send out information to **All of OM** about OM meetings and workshops;
- d) liaise with Officers of other morris organisations and attend their meetings when required;
- e) prepare for and organise OM Meetings; and take Minutes at such Meetings where necessary
- f) work in conjunction with the Membership Secretary, in order to:
 - i. receive, reply to and forward as appropriate requests about membership and requests for information;
 - ii. maintain an up to date list of membership details, in conjunction with other Officers, particularly the Membership Secretary.

4) THE MEMBERSHIP SECRETARY WILL:

- a) send out reminders to **OM Members** to renew subscriptions;
- b) send out proof of insurance cover document before the expiry of the previous year's insurance or on receipt of subscription and current details if later than this;
- c) deal with any changes of contacts throughout the year and promptly process enquiries from new sides wishing to join;
- d) maintain membership lists in an agreed format, and liaise with the Web Officer to keep the membership list on OM website up to date;
- e) update membership address lists in an agreed format to be accessible to *All of OM*.

5) THE TREASURER:

Will conduct the financial affairs of OM in accordance with the Constitution and instructions of the Committee, and in particular with the Financial Matters section of the Constitution.

6) THE WEB OFFICER WILL:

- a) keep the website up to date, and is currently responsible for web design.
- b) ensure the web-hosting charges are paid.
- c) liaise with both the Committee and **All of OM** in order to:
 - i. keep the membership list and Officer details current;
 - ii. maintain mail forwarding lists; and
 - iii. post news items, and information about workshops and events (including JMO), as directed by the Committee.

7) THE MAGAZINE EDITOR WILL:

- a) collate, edit, and produce the OM Magazine in printed, online or emailed format as required;
- b) distribute the magazine effectively and promptly to all **All of OM** in the quantity and manner decided by the Committee after discussion with the Editor.

8) THE PUBLICITY COORDINATOR WILL:

- a) identify information on OM and its values and activities, and after discussion and the agreement of the Committee, use it to promote OM;
- b) collate and update information for Press Releases, posters and flyers;
- c) maintain:
 - i. a collection of graphics for reference, eg OM Logos, Photographs, Videos;
 - ii. a register of information useful for all of OM including the Publicity role eg Web information pages for events; deadlines; references to source material, current publications, etc; local printers and web-based printers;
- d) research opportunities for OM, and pass them to the Committee, in particular suggesting ideas for discussion re:
 - i. interesting items;
 - ii. OM promotion;
 - iii. general publicity for **members**;
- e) after discussion and the agreement of the Committee:
 - i. liaise with other national/regional dance or dance academic bodies to share information;
 - ii. attend events or meetings as OM representative, to explore and network with other people.

9) INDEPENDENT REVIEWER

The AGM will appoint an Independent Reviewer who:

- a) will not be a member of any OM committee for the year in question;
- b) may be a lay person without a professional qualification;
- c) will be sufficiently experienced to be able to give an opinion at the next AGM that:
 - i. adequate accounting records have been kept by OM; and
 - ii. the annual accounts give a true and fair view of the state of affairs of OM.