

## TERMS OF REFERENCE AND ROLES

Adopted: Open Morris AGM, 12<sup>th</sup> November 2016  
Amended: Open Morris AGM, 26<sup>th</sup> November 2017  
Amended: Open Morris AGM, 3<sup>rd</sup> November 2019  
Reviewed:

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**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.**

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### 1) THE OFFICERS OF OM:

- a) will take over their roles with immediate effect after their election at AGM. A six week transitional phase may be used for the outgoing Officer to assist the new Officer, if requested by the new Officer.
- 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 in rotation, organising the JMO AGM and usually 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.