

Members' Guidelines

Introduction

The York Mystery Plays Supporters Trust was formed following the York Mystery Plays in the Museum Gardens' production of 2012. The Trust is committed to working with York residents and organisations to protect the future of York Mystery Plays and to maintain the public profile of the Plays between productions.

Aims

The Trust's aims are

- To build on the community enthusiasm for the York Mystery Plays, through an active network of supporters;
- To provide continuity of knowledge and experience between productions which will be available to artistic teams;
- To support all stagings of the Plays, whoever produces and directs them;
- To support a regular cycle of productions of the York Mystery Plays within the city;
- To raise awareness and interest in the Plays in York – especially among the next generation.

Roles and Responsibilities

The Trust's aims will be delivered by the members working under the leadership of an elected management committee.

The management committee is responsible for:

- Identifying and taking the lead on ways to deliver the Trust's aims;
- Acting as the Trust's representatives;
- The effective administration of the Trust in line with its Constitution and Charity Commission guidelines;
- Acting as trustees for the charity.

The members are responsible for:

- Electing members to the committee and holding them to account;
- Supporting the committee in delivering the Trust's aims by (for example):
 - Putting forward ideas for activities;
 - Serving on working groups or sub-committees;
 - Helping with fundraising, social or promotional activities;
 - Offering specific talents or experience;
 - Standing for election to the committee.

Principles

This policy is underpinned by the following principles:

- The policies and processes of the Trust are underpinned by its Constitution which is available at http://www.ympsupporters.org/about_ympst/about-york-mystery-plays-supporters.htm together with links to all policies referenced in this document.
- The Trust will aim to be inclusive in its recruitment of members and endeavour to make its activities as accessible and secure as possible to all those interested in participating. It is underpinned by its Equality and Diversity policy and its Safeguarding Policy.
- The Trust expects that Committee members will work positively with members and, where appropriate, actively seek to involve them in their work.
- Membership fees are used to enable the Trust to carry out its administrative activities, publicity, help fund events and educational activities as well as supporting stagings of the Mystery Plays.

Guidelines

The Trust is a volunteer organisation and there is therefore no formal contract with any member.

Committee election: all members elected to the Committee can expect to receive induction and training into the functioning of the Trust. A handover from the appropriate outgoing Committee member will be arranged as soon as possible after the Annual General Meeting. All those seeking election to the Committee will be advised of the process in advance of the Annual General Meeting and will be required to sign the “Fit and Proper Persons” Declaration as part of their application.

Summaries of each Committee role:

Chair

- To lead the Committee
- To run committee meetings
- To be the public face of the Trust, and be happy to be quoted in media!
- Speak at Trust events
- To be point of contact for the rest of the Committee

Vice chair

- To deputise for the Chair of the Trust

- Be prepared to chair meetings, oversee the production of Committee minutes, authorise press releases and confirm copy for newsletters, advertisements or other publicity material for the Trust.
- Represent the Trust at meetings, liaise with city organisations and speak in public at events.
- Initiate or assist with the production of strategies and policies.
- When required, organise meetings and events.
- Useful technical skills: competence with computer skills and internet usage.

Treasurer

- To be responsible for money coming into and out of the Trust- including membership, fundraising and donations/ grants
- To give a report on the state of the finances at each meeting
- To hold the cheque book/ bank account details and be a signatory (there are others) on the account
- To deliver the annual financial report and audited annual accounts
- To maintain financial records for the Trust in accordance with the requirements of the Charity Commission
- To pay expenses incurred by the Trust

Secretary

- Responsible for keeping the official records of the Trust
- First point of contact for members and others with questions concerning the constitution, policies and activities of the Trust
- Provide a support service to the committee – booking venue, producing agenda, taking minutes, distribution of paperwork. Liaison with external parties such as Bedern, YTR, CYC
- Involvement with fundraising, members events, etc. as and when appropriate.
- Must be organised and game.

Membership Secretary

To undertake the admin duties required to process membership applications and maintain membership records. Primarily:

- Answer membership enquiries in person and by email
- Process membership applications including making up and distributing membership packs
- Bank and record membership subscriptions
- Maintain database of members and share relevant information with Communications Officer and Treasurer
- Provide updates on membership to Committee
- Advise members when renewal of membership is due and follow-up missed renewals
- Agree membership subscription levels with Treasurer and Committee

Liaison Secretary

- Contacting new stakeholders and people in key organisations and networking via emails, telephone calls and personal meetings to link with them to ascertain their views and /or potential commitment regarding areas that the YMPST is seeking their opinion or to invite them to key events.
- Act as a general Committee member in terms of contributing towards the preparation of events and participation in them to ensure that they fulfil the needs of the members.

Press & Communications Secretary

- Responsible for keeping members, the public and the media informed about the Trust's activities to promote individual events, the Trust as an organisation and to drive membership.
- Use a variety of communications methods including social media (Facebook & Twitter), the YMPST website and email mailing list to engage all possible stakeholders.
- Design print materials as required and keep press contacts up to date through press releases. Maintain mailing list and press list.
- Strong communication and computer skills required.

Social Secretary

- To offer opportunities for members to meet socially.

- To plan, advertise and be responsible for these events, with the help of other committee members.
- To ensure that there is at least one trip per year to see either theatre or relevant events.
- To plan one large fund-raising event each year such as a Dinner dance, Dinner Theatre or a Seasonal Party.
- To be prepared to support and serve on sub-committees set up to facilitate the work of YMPST.

Education Secretary

- Liaise effectively with people from all ages at all levels
- Plan presentations designed for various groups
- Skilled in giving confident presentations to large and small groups
- Excellent communication and listening skills
- Ability to build relevant networks
- Maintain productive relationships with existing partners

General

- To act as Trustees of the Charity in accordance with the requirements of the Constitution and the Charity Commission
- To attend Committee meeting and contribute to debate and decision making
- To assist at Members' events
- To take responsibility for agreed actions relating to Committee activity

Expenses: Committee members will be reimbursed for expenses relating to Trust activity on production of receipts and completion of a claim form. Where members incur costs relating to Trust activities, the reimbursement policy and procedure will be made available to them in writing at the outset of the project.

Insurance: Members are covered by the Trust's public liability insurance when taking part in Trust activities and attending events.

Health and Safety: Members are covered by the Trust's Health and Safety policy.

Data Protection: The Trust's activities are guided by its policy on Data Protection which can be found at (web link)

Problem solving: The Trust aims to identify and solve problems at the earliest possible procedure. Issues should be raised initially with the Chair or, if the Chair is unavailable, the Vice-Chair.

Confidentiality: Committee members are bound by the same requirements for confidentiality as would apply to paid staff.