



**QUEENSLAND  
SHAKESPEARE  
ENSEMBLE**

**The Queensland Shakespeare Ensemble, Inc.**

**Position Description – Management Committee Member, SECRETARY**

## **ABOUT QSE**

The Queensland Shakespeare Ensemble (QSE) was founded in 2001. Since its inception QSE has gained a reputation for energetic, accessible and unique productions of Shakespeare's plays.

QSE is a community-based, non-profit organization run by two distinct bodies. The Core Ensemble is the artistic engine of the company, and Core Ensemble members contribute their skills to the day-to-day running and long term planning of company. The Management Committee ensures that QSE activities are in line with the company's mission and vision, and adhere to the requirements of the Associations Incorporation Act of 1981. Copies of the Rules of the association are available on request.

**Vision:** We use Shakespeare as a platform for positive change.

**Mission:** QSE exists to bring the language of Shakespeare to communities. QSE strives to strengthen the connections between and within communities by:

- sharing epic and eternal stories with a live audience
- creating evocative, engaging experiences in communities
- making Shakespeare accessible to all
- giving a voice to the marginalised
- reflecting the contemporary human condition
- developing an Ensemble of Artist managers
- inspiring a collaborative artistic and business environment

**Values:** QSE operates with the following values at the heart of our work:

- **Community:** Strengthen connections and relationships, growing people together
- **Collaboration:** Working together to achieve with courage, compassion and generosity
- **Integrity:** Doing what is right
- **Communication:** Actively listening, sharing information and ideas
- **Respect:** Appreciating our differences and valuing each other
- **Growth:** Seeking ways to develop our potential
- **Recognition:** Celebrating each other's efforts and achievements
- **Quality:** Disciplined process in the pursuit of excellence

## **DUTIES – SECRETARY**

- Duties relating to the Management Committee Meetings:
  - organise and send a draft agenda and previous minutes to the Committee colleagues one week before each meeting
  - Take minutes at committee meetings held on the first Sunday of every second month, unless stated or decided otherwise.

Position Description – QSE Management Committee, Treasurer

- At every meeting, have a printed copy of the previous meeting's minutes. These are to be ratified and signed by a committee member.
- Edit and format the minutes after each committee meeting and send a draft of the minutes to the president within one week of the meeting, and send the final minutes to the entire committee within 2 weeks of each meeting.
- Upload the minutes to the QSE Google drive once finalized.
- Duties relating to email and mail:
  - Monitor the QSE secretary email account, responding to or passing on emails as appropriate.
  - Secretary will be notified via email when a letter has arrived in the QSE PO Box. The secretary collects these from the PO box at the UQ St Lucia campus.
- Duties relating to membership:
  - Annually, send an email to all financial members reminding them to pay their membership fees.
  - 1 month before the AGM, send an email to all members inviting them to the AGM.

## **OTHER**

- Be fully present and engaged in the role by:
  - Attending, participating and completing action items set out in the following meeting types;
    - Committee Meetings - 1 hour/ every second month (first Sunday of the month)
    - Annual General Meeting, 1 hour/ annually (mid-year)
    - and any other tasks as required, based on business needs of the Committee.
  - Actively engage with the committee discussions during meetings as well as email and phone call communications.
  - Committee members are also highly encouraged to attend Company Meetings, whenever possible, these take place on the first Sunday of every month 6:00pm – 10:00pm.
  - All committee members are required to be financial members of Queensland Shakespeare Ensemble.
  - All committee members should be familiar with the Rules of Association and other QSE specific docs including: QSE Charter, Respectful Workplace Policy, Resolution Process.