



**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:** Transforming communities through creativity.

**MISSION:** QSE exists to:

- Powerfully share epic stories with live audiences
- Provide world class training opportunities to actors and non-actors
- Support creativity in contexts and communities where it has been historically excluded
- Nurture an ensemble of artist managers that drive the company's activities and works together to develop their skills on stage and off

Performing Shakespeare demands the cultivation of the whole self in the service of the communal enterprise, and as such is the ideal vehicle for this exploration. Although the Ensemble performs the works of other playwrights and authors, Shakespeare will always be the home from which we travel.

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



Community

Growth

Communication

Play

Respect

Integrity

Celebration

Quality

Collaboration

## 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.
  - 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.
- The Secretary must be resident in Queensland or reside within 50km of the Queensland border.

## 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

