

South London Theatre
General Council – role descriptions

Chair

Being a member of the SLT General Council

All members of General Council (GC) become Directors and trustees of SLT. You can read more about what being a trustee means [here](#), but in essence it's about looking after the interests of SLT and our members. We need to make sure we are behaving legally and responsibly, are using our resources effectively and are accountable for what we do. You will be part of the decision-making that makes that happen. We hold monthly GC meetings, our AGM and annual away day, that you will be expected to attend (although we're all allowed a holiday!). All members of GC will also be expected to promote equality, diversity and inclusion and good safeguarding practices.

Specific to the role - Chair

The main purpose of the role is to lead the General Council and make sure it is effective in setting, delivering and reviewing the strategy for the organisation and governance of its activities. Alongside this, the Chair is the public face of the organisation and as such will need to represent SLT formally. The main responsibilities include:

1. Chairing GC meetings. This will involve: determining the agenda; making sure GC receives accurate, timely and clear information in the determination of its business; keeping track of the contribution of individual directors and making sure they are all involved in discussions and decision-making. At all meetings the Chair should direct discussions towards the emergence of a consensus view and sum up discussions so that everyone understands what has been agreed.
2. Ensuring that follow up actions are undertaken to promote the smooth running of the theatre and in line with the annual workplan.
3. Ensuring effective communication with SLT Membership regarding issues and decisions supporting the running of the theatre.
4. Chairing SLT's Annual General Meeting (AGM) outlining the current position of the theatre to its members. To write and present the Chair's Report. To call and chair any Extraordinary General Meetings (EGM) as required.
5. To act as SLT's leading representative which will involve the presentation of SLT's aims to the outside world.
6. Liaising with the Chairs of SLT BPT and SLT Members Club on matters of joint concern and importance.
7. Ensuring membership concerns are investigated and addressed. Investigations may be undertaken by the Chair or delegated.
8. Authorising financial payments.

What skills do you need?

Having the confidence to manage a large meeting is essential to this role. You need to be able to question and challenge others objectively, as well as making sure everyone has a chance to have their say in discussions. You need to understand things from different perspectives, whilst keeping a clear steer on what is best for the organisation as a whole. And it's important to be able to articulate ideas, opinions, rationales, and comments in a clear, concise, and logical manner to make sure everyone has a clear and consistent understanding of matters in hand. The ability to speak in front of an audience is also helpful.