



## Volunteer Policies & Guidelines

*This document includes Rules under Clause 32 of the Constitution of Tavonians Theatre Company. The Rules appear in italics.*

Everyone who is member of Tavonians Theatre Company is a volunteer, whether acting in a production, coming along to playreadings, being a Trustee on the committee, or simply supporting the work of Tavonians.

This document aims to describe the relationships and the expectations for all volunteers, with the aim of ensuring the experience of membership is enjoyable and rewarding. We aim to be flexible, so if we become aware of any gaps in this policy or any changes that would benefit volunteers we will do our best to implement any changes that are possible and appropriate.

### What you could volunteer to do

There are many ways in which members can be involved, some volunteering roles may be long-term, and some for a single production or project. Some members choose to undertake different roles at different times, or indeed several different roles at any one time, and the need for people to be involved in different ways is constantly changing, so it is not possible for most of the roles to be clearly defined.

There is a list of some of the roles and activities on the next page.

### Payment and Expenses

*No volunteer can receive any payment for their services.*

*Only out-of-pocket expenses which have been authorised in advance by the committee or a production director can be claimed.*

### How volunteers are selected

Because the need for volunteers can change from production to production as well as due to other factors, it is not always possible for all opportunities to be advertised.

**Acting:** Acting roles in productions are advertised in the newsletter and on the website, with details given for auditions. Auditions are open to everyone, whether currently a member or not. If anyone wishes to audition for a role but is not available for the audition session(s), the Director will make every effort to see the person separately and they will be given equal consideration to those who attend auditions. Everyone who has auditioned will be advised of whether or not they are being offered a role. Selection depends on many factors and casting decisions are solely the responsibility of the Director.

**Backstage:** For roles such as technical, stage management, costumes and props, the Director has the right to select volunteers without advertising the roles. Selecting a backstage crew is the responsibility of the Director.

**Behind-the-scenes:** There are lots of jobs which need to be done to keep the company active. Volunteers are encouraged to put themselves forward for any role that interests them. Decisions about roles that are not specific to a production are the responsibility of the Trustees.

**Trustees:** Committee members are charity Trustees, and make all major decisions about productions, other activities and all administration of Tavonians. Committee members are elected by the membership at the AGM, with any vacancies during the year filled by co-option. Any member can put themselves forward for election onto the committee. Meetings are mostly monthly. All members of the committee are encouraged to take on specific roles.

## Being part of a team

No role is undertaken in isolation, and all volunteers must respect other volunteers they are working with. Although some volunteers will be able to, or want to, put in more time than others, all volunteers are equal.

All volunteering should be undertaken in the spirit of benefiting Tavonians and fellow volunteers.

It is recognised that there is great benefit to the company for there to be flexibility, with volunteers being assisted to gain new experiences, taking on roles with assistance from those who are more experienced. Whenever possible every effort will be made for informal training to be given.

## Disputes

*Volunteering for any role does not guarantee that the offer will be accepted.* However everyone is encouraged to put themselves forward for whatever roles interest them, and every effort will be made to meet the wishes of volunteers.

*Volunteers can be asked to stand down from their role at any time if there is sufficient reason to believe they are not acting in the best interest of Tavonians Theatre Company or are causing difficulties for other volunteers.*

There is a separate document, available from the Tavonians website or on request, which outlines the Grievance Procedure.

Here is a list of some of the roles that members of Tavonians get involved in, but it is not (and never could be) a complete list.

Actor	Photographer	Social media developer
Archivist	Production Manager	Social Secretary
Box Office	Programme ad sales	Sound engineer
Chair of the Trustees	Programme designer	Sponsorship officer
Choreographer	Props organiser	Stage hand
Costume designer	Publicity organiser	Stage management
Director	Publicity designer	Store manager
Front-of-House	Rehearsal prompt	Tour organiser
Get-in crew	Secretary	Treasurer
Grant co-ordinator	Serving refreshments	Trustee
Lighting engineer	Set designer	Vice-Chair
Membership Secretary	Sewing assistant	Website developer