



## TERMS OF REFERENCE

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## COMMITTEE

### Common Requirements

All committee members of the PAANDA Committee will:

- I. Read, sign, and oblige by the Committee Contract upon election, for the duration of term in committee.
- II. Attend all committee meetings, with the exception of attendance policy referred to in the Committee Contract.
- III. Attend and contribute to all PAANDA events, including but not limited to;
  - a. Orientation Day
  - b. Open Day
  - c. Semesterly Productions
  - d. Fundraisers
- IV. Vote on motions of purpose, policy and expenditure.
- V. Uphold constitutional provisions and all supporting documents and procedures that are fundamental to the operation of PAANDA.

### President

The President of PAANDA will:

- I. Be present at all committee meetings.
- II. Direct, coordinate, supervise all other committee members and managers and their appointed tasks.
- III. Direct activities and affairs pertaining to and involving the Association outside of delegated duties.
- IV. Oversee all events and productions.
- V. Oversee all financial movements.
- VI. Delegate roles and tasks where necessary to relevant parties.

### Vice President

The Vice President of PAANDA will:

- I. Assist the President in the performance of all presidential duties.
- II. Complete all tasks as delegated by the President.

### Secretary

The Secretary of PAANDA will:

- III. Upkeep and maintain all documents and records pertaining to PAANDA, including but not limited to;
  - a. Minutes
  - b. Agendas
  - c. Procedures
  - d. Forms
  - e. Constitution
  - f. Attendance Registrar
  - g. Membership Database
- IV. Manage correspondence between and within PAANDA.
- V. Schedule and announce committee meetings.
- VI. Check emails and all inquiry platforms of PAANDA.
- VII. Submit meeting agendas to the PAANDA committee within 12 hours prior to the commencement of respective meeting.
- VIII. Submit minutes to the PAANDA committee within 7 days of respective meeting.
- IX. Submit minutes to the Student Association when required.

### **Treasurer**

The Treasurer of PAANDA will:

- I. Oversee and manages all financial movements and budgeting of PAANDA.
- II. Manage receipt box.
- III. Manage reimbursement requests and payments.
- IV. Upkeep and maintain all financial activity and reporting.
- V. Submit a semesterly financial statement to the PAANDA committee, and at the Annual General Meeting.
- VI. Maintain safe in tidy and orderly state.
- VII. Compile and tally income from event taking sheets.
- VIII. Schedule Executive bank trips when necessary.
- IX. Produce invoices and remittance advices on behalf of PAANDA.
- X. Submit financial statements to the Student Association when required.

### **Events Manager**

The Events Manager of PAANDA will:

- I. Organise and coordinate all PAANDA events.
- II. Confirm existing and recurring event calendar.
- III. Create and suggest new events for PAANDA.
- IV. Create new relationships with venues (particularly around Fremantle).
- V. Manages all correspondence between PAANDA and external parties pertaining to events and functions.
- VI. Provide regular updates of event status throughout the process of each event at committee meetings.
- VII. Monitor and report successfulness of each event.
- VIII. Communicate and liaise with the Executive.
- IX. Delegate tasks across committee members.
- X. Lead debrief sessions and recommendations after each event at committee meetings.

### **Marketing Manager**

The Marketing Manager of PAANDA will:

- I. Manage all aspects of advertising and marketing within PAANDA.
- II. Initiate innovative and productive marketing strategies and plans for all PAANDA events. Possible strategies include but are not limited to:
  - a. Newspaper features and publications
  - b. Production reviews and publications
  - c. Relations with local arts based festivals and events
  - d. Relations with local businesses
  - e. Radio
  - f. Recruitment of schools and other audience targets
  - g. Social media drives and competitions
- III. Provide regular updates of marketing progress within PAANDA at committee meetings.
- IV. Monitor and report successfulness of marketing strategies.
- V. Develop branding of PAANDA amongst Notre Dame as well as the broader Fremantle and Arts community.
- VI. Delegate tasks across committee, and production members (where applicable).

- VII. Communicate and liaise with the: President, and Director (where applicable), with all marketing material and engagements.
- VIII. Liaise with external agencies and businesses to foster ongoing relationships on behalf of PAANDA.
- IX. Manages all correspondence between PAANDA and external parties pertaining to marketing and advertising.

### **Technical Manager**

The Technical Manager of PAANDA will:

- I. Remain as Technical Manager during PAANDA productions, unless they are unable to fill their role due to other major productions commitments.
- II. Where the Technical Manager is unable to fulfill their commitments, they will nominate another member of the crew to perform their production duties.
- III. Communicate with the Theatre Coordinator of Notre Dame and all relevant staff members regularly for the following purposes:
  - a. To advocate for technical advancements in the theatre;
  - b. To stay up to date with the technical requirements and changes of the Notre Dame theatre;
  - c. To stay up to date with the relevant safety requirements and changes of the Notre Dame theatre; and
  - d. Coordinating and understanding the lighting and/or sound changes occurring in-between PAANDA productions.
- IV. Communicate relevant technical information to the PAANDA committee both during, and in-between PAANDA productions.
- V. Maintain and update the lighting plan of the theatre to reflect occurrences in-between PAANDA productions, as well as PAANDA productions themselves.
- VI. Inspect the theatre intermittently to ensure proper keeping of equipment, especially in the lead up to a production.
- VII. During a production, the Technical Manager will:
  - a. Communicate with other production crew regularly.
  - b. Coordinate and communicate with the technical crew to ensure that they are:
    - i. Properly prepared and trained to utilize technical equipment for the production;
    - ii. Following the directions of the Stage Manager;
    - iii. Following the direction of the Director;
    - iv. Properly following safety requirements of the theatre; and
    - v. Appropriately maintaining, and looking after all technical equipment for the duration of the production.
  - c. Ensure that all new cast and crew are given an appropriate safety induction to the theatre.
  - d. Communicate all technical changes made by the production crew to the theatre manager, and the PAANDA Executive.
- VIII. Create a technical summary of each semester including any major advancements and changes.

**Immediate Past President**

The Immediate Past President (IPP) of PAANDA will:

- I. Be the person who served as President in the immediately preceding term.
- II. Serve as an advisory member of the Committee.
- III. Encourage good practices of the club through mentoring their successors.
- IV. Hold records and handover information for the club for a minimum of twelve months.
- V. Be called on by the Student Association or any future successors to facilitate and advise the reestablishment of PAANDA.

## PRODUCTION

### Common Requirements

All production members of a PAANDA Production will:

- I. Read, sign, and oblige by the Talent Agreement Contract upon joining, for the duration of term of the production.
- II. Attend all relevant production rehearsals, with the exception of attendance policy referred to in the Talent Agreement Contract.
- III. Attend and contribute to all production shows.
- IV. Operate under the Production Manual (where applicable).
- V. Uphold any guidelines, policies, and procedures that are prescribed and fundamental to the operation of the PAANDA production.

### Director

The Director of a PAANDA Production will:

- I. Be present during all rehearsals.
  - a. Where the Director is absent, the Assistant Director (where applicable) or Stage Manager must be present.
- II. Have an understanding of the play and its context.
- III. Interpret script and direct actors to the best of their ability.
- IV. Holds auditions.
- V. Liaise with Stage Manager to administer scheduling and venue(s) of rehearsal and production process.
- VI. Liaise with Stage Manager to coordinate cast and crew throughout production process.
- VII. Liaise with Production Supervisor for all affairs as prescribed by the terms of reference for the Production Supervisor throughout production process.
- VIII. Notify Production Finance Officer of all budgeting and financial movements throughout the production process.
- IX. Provides regular reports of production progress at all PAANDA Committee meetings.
- X. Attends regular Production Leaders and Executive meetings throughout production process.
- XI. Provides constant, coherent, and respectful feedback to the cast and crew throughout production process.
- XII. Acts as the first point of contact for all conflicts amongst the production cast.

### Stage Manager

The Stage Manager of a PAANDA Production will:

- I. Be present during all technical rehearsals.
  - a. Where the Stage Manager is absent, the Assistant Stage Manager (where applicable), or Director must be present.
- II. Have an understanding of the play and its context.
- III. Assist in holding auditions.
- IV. Keep full and accurate record of all blocking and logistical requirements of the production.
- V. Liaise with Director to administer scheduling and venue(s) of rehearsal and production process.
- VI. Organise initial cast and crew meet and greet.
- VII. Ensure all production members purchase a PAANDA membership for insurance purposes.
- VIII. Organise and facilitate printing and purchasing of production scripts.

- IX. Be responsible for all event and venue bookings.
- X. Operate under the Production Manual.
- XI. Liaise with Director to coordinate production crew throughout production process.
- XII. Maintain an attendance registrar of all cast and crew throughout production process.
  - a. Notifies respective production member(s) of accrued absence(s)
  - b. Upholds attendance policy referred to in the Talent Agreement Contract.
- XIII. Organises and facilitates bump in and bump out.
- XIV. Liaise with Production Supervisor for all affairs as prescribed by the terms of reference for the Production Supervisor throughout production process.
- XV. Notify Production Finance Officer of all budgeting and financial movements throughout the production process.
- XVI. Provides regular updates of production expenditure to the Production Finance Officer.
- XVII. Provides regular reports of production progress at all PAANDA Committee meetings.
- XVIII. Attends regular Production Leaders and Executive meetings throughout production process.
- XIX. Provides constant, coherent, and respectful feedback to the production crew throughout production process.
- XX. Acts as the first point of contact for all conflicts amongst the production crew.

### **Production Supervisor**

The Production Supervisor of a PAANDA Production will:

- I. Be the President of the PAANDA Committee, who is not assigned to an existing production role.
  - a. Where the President is ineligible, another Executive shall fulfill the role.
  - b. Where all Executive Members are ineligible, another person will be appointed by the Executive to fulfill the role.
  - c. Appointment of Production Supervisor must be done so in consultation with the PAANDA Committee.
- II. Harmonise expectations amongst production cast and crew by communicating roles and responsibilities.
- III. Monitor, coach, and discipline production members (where applicable).
- IV. Ensure timeline of the production process is progressing appropriately.
- V. Observe and monitor all equipment, resources, property, and personnel throughout production process for any incongruences and irregularities.
- VI. Maintain quality task performance by enforcing the Association's organisation and professional standards.
- VII. Oversee any issues and matters risen throughout production process.
- VIII. Where the Director and Stage Manager are deemed to possess a conflict of interest, act as the primary point of contact for all conflicts amongst the production crew and cast.
- IX. Uphold ultimate and final say on resolution of issues and matters risen throughout production process.
- X. Facilitate all conflict resolution throughout production process adhering to PAANDA's Conflict Resolution Guidelines.
- XI. Facilitate the achievement of the Director's vision.
- XII. Facilitate the achievement of the Stage Manager's duties.
- XIII. Notify Production Finance Officer of all budgeting and financial movements



throughout the production process.

- XIV. Not uphold any creative license or artistic contribution to the production.
- a. The Production Supervisor may uphold creative license or artistic contribution to the production in the instance that a majority of the PAANDA Committee and Production Cast and Crew request to revoke point XIII by vote in a committee meeting.
  - b. Production members who are not office holders in the PAANDA Committee can attend meeting referred to in XIV(a), and may voice their concerns. However are not entitled to a deliberative vote on the matter.

### **Production Finance Officer**

The Production Finance Officer of a PAANDA Production will:

- I. Be the Treasurer of the PAANDA Committee, who is not assigned to an existing production role.
- II. Where the Treasurer is ineligible, another Executive shall fulfill the role.
- III. Where all Executive Members are ineligible, a general committee member will be appointed by the Executive to fulfill the role.
- IV. Coordinate and manage all financial movements and budget allocations within the production as passed by the PAANDA Committee.
- V. Liaise with the Treasurer of the PAANDA Committee (where applicable), to ensure all reporting and recording practices are accurate and transparent.
- VI. Provide regular reports of production finances at all PAANDA Committee meetings throughout the production process.
- VII. Liaise with each production crew member to monitor and provide financial advice and scrutiny. Including but not limited to:
- VIII. With the Stage Manager, maintain updated and accurate records of all production expenditure in the Production Manual.
- IX. Notifies the Treasurer if the PAANDA Committee (where applicable), of any outstanding reimbursement requests or impending payments.
- X. Compile and tally income from all taking sheets throughout production shows.
- XI. Not uphold any creative license or artistic contribution to the production.

## COMEDY SHOW

### Common Requirements

All production members of a PAANDA Comedy Show will:

- I. Not exceed the maximum amount of absences from rehearsals (2).
- II. Where more than (2) absences have been accrued without apology to the Stage Manager,
  - a. Provide a written apology and a statement for the consideration to remain in the Comedy Show.
  - b. This statement is to be submitted within 7 days of my last absence to the Production Supervisor of the Comedy Show.  
The Executive committee of the PAANDA Committee will then consider this apology and any necessary actions will be implemented.
- III. Attend and contribute to all show performances.
- IV. Complete any and all tasks delegated to the best of their ability.
- V. Carry a respectful conduct and positive attitude towards all other Comedy Show crew or cast.
- VI. Respect all property belonging to PAANDA or sourced for the Comedy Show.
- VII. Uphold any guidelines, policies, and procedures that are prescribed and fundamental to the operation of the Comedy Show.

### Production Supervisor

The Production Supervisor of a PAANDA Comedy Show will:

- I. Harmonise expectations amongst cast and crew by communication roles and responsibilities.
- II. Ensure timeline of the show process is progressing appropriately.
- III. Observe and monitor all equipment, resources, property, and personnel throughout show process for any incongruences and irregularities.
- IV. Maintain quality task performance by enforcing the Association's organisation and professional standards.
- V. Oversee any issues and matters risen throughout show process.
- VI. Act as the primary point of contact for all conflicts amongst the crew and cast.
- VII. Uphold ultimate and final say on resolution of issues and matters risen throughout show process.
- VIII. Facilitate all conflict resolution throughout production process adhering to
  - IX. PAANDA's Conflict Resolution Guidelines.
  - X. Facilitate the achievement of each Director's vision.
  - XI. Facilitate the achievement of the Stage Manager's duties.
  - XII. Facilitate the running of each rehearsal.
- XIII. Ensure entire showcase flows and the overall vision for the production is achieved.

### Stage Manager

The Stage Manager of a PAANDA Comedy Show will:

- I. Be present during all technical rehearsals.
- II. Have an understanding of the show, each sketch, and its vision.
- III. Develop rehearsal schedule.
- IV. Liaise with each Director, crewmember and Production Supervisor.
- V. Coordinate and source all equipment, set, props and costume for the show.
- VI. Delegates tasks to Assistant Stage Manager (where applicable) as required.
- VII. Organises bump in and bump out.

**Director**

A Director of a PAANDA Comedy Show will:

- I. Uphold creative license over the sketch(s) written by the respective Director.
- II. Be present during all rehearsals pertaining to their sketch(s).
- III. Adapts sketch script(s) and directs actors to the best of their ability.
- IV. Liaise with Stage Manager and Production Supervisor to administer scheduling and venue(s) of rehearsal(s).
- V. Provide constant, coherent, and respectful feedback to cast and crew.
- VI. Operates under the overall direction and advice of the Production Supervisor to ensure flow and vision of showcase is achieved.