



TECHNICAL COMMITTEE Terms of Reference

PURPOSE

To assist the Board of the MATA Regal Theatre Company Ltd in carrying out its duties with regard to safely providing sound and lighting services for internal and external shows in the auditorium or bar stage areas.

To guide and contribute to the development the MATA Regal Theatre Company Ltd in development of show technical services.

COMPOSITION

This committee is run by the sound and lighting heads, its members are made up of the designers and technicians of those services. Other members are invited to attend as required when an overlap with other departments occur.

TERMS OF REFERENCE

In support of the theatre's strategy, the Technical Committee will ensure that the technical services for stage performances are maintained and renewed in a safe and cost effective manner. Ensuring that all members are provided with adequate training, guidance and information on all technical and safety aspects.

The Technical Committee's operational responsibilities are to provide support for the following ongoing activities:

- Liaising with other departments in advance of additional help / requirements

- Providing the monthly MATA Board meetings with a general Tech update

- Identifying, with input from Departments and the MATA Board, projects/items for which funds might be sought, well in advance of the need to spend/purchase

- Ensure any funds secured are used in accordance with any conditions set by the funding body

MAIN RESPONSIBILITIES OF THE SUB-COMMITTEE MEMBERS

- Manipulate and operate services as required for both internal and external productions

- Clean, inspect and test at regular intervals

- Replace / repair equipment on failure

- Repair / maintain a stock for quick replacement of equipment failures

- Research equipment / components for obsolescence or cost effectiveness

- Attend events that may provide insight and knowledge within the theatre industry

- Ensure the Tech stores are kept clean and tidy ensuring easy access at all times

- Maintain sensible adequate stock of such things like Lamps, Gels, Etc. organised in such a way to allow usage easily and quickly

LIMITS OF AUTHORITY

The Technical Committee will be allocated financial resources through the annual budgeting process. The funds are to be applied solely for the purposes set out in the Terms of Reference.

All expenditure will be made only for items necessary for the satisfactory operation of the theatre.

The Technical Committee has delegated authority to approve spend up to £500.

Amounts between £500 and £1000 must be notified in advance of spending to the treasurer.

Amounts of £1000 and above must be approved in advance by the Board.

MEETING SCHEDULES

A formal meeting for all members of the technical committee will be held annually.

Additional ad hoc meetings may be arranged at any time.

REPORTING

Minutes and actions will be recorded at each meeting including decisions taken and responsibilities allocated for actions. A brief written summary will be provided to the Board to ensure transparency and oversight. Matters that require Board decisions will be raised as items on the Board agenda.