**Committee Roles**

**Foreperson:**

As foreperson the development and success of the team is your responsibility. You plan and lead practices, although I've tried to encourage others to take charge with teaching within the practice - partly due to sheer numbers and me needing support, partly because I think it's a good way for individuals to develop. On crawls it is your job to decide who is dancing when and where, taking into account other events we are working towards and who needs the most practice at what, as well as any emotional or physical needs that team members might have. Work with other officers and individual members of the team to ensure the continued good-running and improvement of the team, always thinking ahead to what we need to do next.

**Secretary**

Communicates with church for practice venue (if need extra practices etc.) Responds to emails / enquiries for bookings, communicates with other teams about joint events. Maintains the sign-up sheet and informs the team about upcoming and new bookings. Chairs the weekly business sessions and updates the team following these via email for any that have missed it. Takes minutes at AGMs/EGMs. Maintains the mailing lists. As secretary you let people know where and when they need to be for bookings (not crawls as the crawl organiser will know this!)

**Treasurer**

Keeper of the money.

Ensures that our finances are organised appropriately as mutually decided at the AGM.

Collects subs and banks proceeds from crawls.

Pays expenses such as room hire, travel reimbursement, insurance, DERT, etc.

Keeps bank statements and accurate records of all transactions.

Operates bank account at HSBC.

**Tour Organisers** - Deciding which part of London to crawl each month, organising a route, collecting up enough appropriate pubs beforehand (asking permission with staff, checking space etc.), updating Facebook with public details, sharing plan with team, leading the way between pubs and squaring it with staff at each one on the night. Keeping a record of where we've been in the past, where good/not so good

**Kit keeper.** Stores kit, provides spares when available and required.

**Publicity Officer**

Update the website when necessary

Update social media channels with what we're doing and chat with other relevant accounts - we're on Facebook, Twitter and Instagram

Print new hoodies and tshirts

Print/create new print material such as leaflets, posters, business cards when necessary

**Archivist**

makes assessments about assets currently held by the team and about new assets being created. They decide on a way of managing that material, preserving it and making it available for everyone to use. Tower Ravens material include AGM minutes, photos, videos, dance notation and crawl information.

**Adhoc Roles**

Organising hoodies / random social events...