

THE CHARING GUILD OF PLAYERS READING COMMITTEE

1. Purpose

The purpose of the reading committee is to devise a programme of plays for the Charing Guild of Players to perform each season. The Guild aims to stage three full length plays a year in November, February and May.

2. Accountability

The reading committee is accountable to the Guild committee. The final decision about the plays to be performed is taken by the Guild committee prior to the annual general meeting. The chair of the reading committee is responsible for announcing the annual programme at the annual general meeting.

3. Role

Members of the reading committee are responsible for reading plays and deciding whether they are suitable for the Guild to stage. Plays are sourced using the Samuel French guide to selecting plays for performance plus other sources. The reading committee considers audience appeal, castability and technical issues before deciding whether the play can be included in the annual programme.

The reading committee is responsible for ensuring that the annual programme of plays is well balanced and has wide audience and membership appeal. The committee ensures that every two to three years a piece of family entertainment aimed at adults and children is included in the Guild's repertoire.

4. Membership

The reading committee consists of six elected members of the Charing Guild of Players. The committee has the power to co-opt other members of the Guild onto the committee on a temporary basis to help with the reading of plays. The chairman of the reading committee is chosen by the elected members.

5. Length of tenure

Members of the reading committee serve for a minimum of one year and a maximum of three years. Each year in June, two members of the reading committee officially stand down from the reading committee ready to be replaced by two new Guild members.

All members of the committee have the right to step down from the committee at any time. If a member resigns from the committee, the remaining committee members decide whether to wait for the annual election process in June (see item 6) to fill the vacancy or to appoint a temporary member in the interim. If the chair resigns from the committee, a new chair is appointed immediately from within the remaining members of the committee.

6. Re-election of membership

Every year, prior to the annual general meeting, nominations are sought for two new members of the Guild to sit on the reading committee. If more than two nominations are received, the attendees of the annual general meeting are asked to vote for their two preferred candidates. If fewer than two nominations are received, either one or both of the exiting reading committee members are asked to remain on the committee.

7. Frequency and nature of meetings

Meetings are held every six to eight weeks (unless play rehearsal commitments make this impractical). The chair is responsible for arranging the reading committee meetings, running them, taking the minutes and circulating the minutes to members within 10 days of the meeting. Members are responsible for ensuring that the minutes are a true record of each meeting and for carrying out any actions prior to the next meeting.

8. Decision making

Decisions by the reading committee are only considered valid if at least four members (including the chair) are present at each meeting.

9. Reporting procedure

The chair of the reading committee reports previous year's activity to members of the Guild at the annual general meeting.

10. Library membership

The chair of the committee holds the Guild's library card enabling sets of plays to be borrowed from the warehouse facility in West Malling. The chair of the committee also holds a personal library card enabling single plays to be borrowed. The chair is responsible for ensuring that all books are returned to the library on time. If library fines are incurred that are not the fault of the chair of the reading committee (book loss, late return by member), the chair will be fully reimbursed by the Guild.

11. Expenses

Costs incurred by the chair (or by other members of the reading committee) purchasing plays not available at the library will be fully reimbursed subject to approval by the reading committee. Any plays purchased become the property of the Guild and should be marked as such. Any other expenditure should be approved by the reading committee in advance.

12. Alteration of reading committee guidance

Any major alterations to the guidance in terms of items 3, 4, 5 and 6 will be presented to the Guild committee for approval.

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