**Next Stage Theatre Company Steering Group**

**1. Name**

Next Stage Theatre Company Steering Group, referred to as The Group for the purposes of this document

**2. Purpose of The Group**

The purpose is to provide strategic support to the Directors of Next Stage Theatre Company (NSTC). This may be through:

* Being a sounding board for proposals put forward by the Directors
* Providing advice on issues that affect service users
* Undertaking projects and research agreed with the Directors to aid strategic development of the company

**3. Membership**

1.1 There should be a cohort of 6 – 8 members, which may consist of:

 i) An employee of NSTC, ideally TheTheatre Manager

 ii) Members of Next Stage Theatre Company, with unpaid status. These may be members involved in technical support, actors, volunteers at The Mission and Burdall’s Yard, and service users, e.g. A Friend of Next Stage

iii) Non-active directors of NSTC

1.2. Members will either express an interest to join, or be invited to by the Steering Group

1.3. Members are expected to serve for at least one year but may continue for two years before review.

**4. Responsibilities and Working Practice**

4.1 The Group will meet a minimum of 4 times a year, at The Mission Theatre, or Burdall’s Yard, with at least two thirds of the core members present

4.2. A Chair will be agreed on by the members and serve for a year with re-election optional. The Chair will:

i) Prepare and distribute the agenda for the meeting, plus any relevant papers received prior to the meeting

ii) Keep the meeting time, clarify points as necessary, and encourage broad participation, and end meetings with a summary of actions

iii) Establish date of next meeting

4.3. Minutes will be kept by a minutes secretary and agreed by all members who attend the meetings

4.4. Any member may be asked to undertake projects or research, depending on their experience and expertise. For more complex issues, an individual or individuals may be co-opted from outside of the Group, or a sub group formed. As far as possible, this will be drawn from Next Stage Members.

**5. Review and evaluation**

5.1. The work of the Group will be reviewed on an annual basis and any working practice changed as necessary to enhance to value of the work

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