**Judith’s roles in sub groups**

1. **Barrow Voice**

Write articles

Take and provide photos

Chivvy writers to meet deadlines

Make notes from editorial meetings to summarise content and minute discussion

I assist Steve Morris with BV distribution by generating labels to be stuck onto parcels

I distribute about 20 bundles of copies to distributors

I am Advertising Manager for BV adverts:

 I seek new advertisers;

 I am the contact for potential new advertisers

 I supply John Nurse with the info needed for him to create invoice

 I send out the invoices

 I receive and collect payments and keep a record of who has paid.

 I chivvy non-payers

 And send out reminder invoices

 Check the adverts at proof reading time

1. **Events**

I am on the Events committee

I convene their meetings

I help to run most events (dances, shows)

I organize Centre Stage events and help run them

I organize the Christmas Street market more or less single handed. I will hand this to the Parish Council next year. Unless someone else from BUSCA wants to do it.

I do all the venue booking for Events (mostly with HPS)

I am part of a team that provides the plated meals for the Murder Mystery

1. **Library**

I am a member of the Library Management Team (as Chair of BUSCA)

I am therefore the Line Manager for the Coordinator of Volunteers

I have arranged all the insurance aspects of running the library (ie additional bits of BUSCA’s policy)

I have been keeping a memory stick with important documents, as an archive. I hope this job will be passed on.

I was one of the Trustees on the Trustees’ Library Subcommittee but that has been abandoned now. As a follow on, I am part of the small group that works on policies that need to get Trustee approval (eg financial decisions, employment issues, salaries)

1. **Panto Group and Youth Theatre**

I chair Panto Steering Committee meetings, convene them, prepare the agenda and write the minutes.

I book venues for meetings (houses) and performances (Humphries) and rehearsals (mostly Arts Theatre at Hps).

I print and distribute membership forms and receive subs collected by others.

I do a lot of the publicity including duplicating posters and flyers

I create the tickets and distribute them for sale and collect in sales monies

I prepare and print the programme (usually)

I organize the Front of House rota for performances of pantos and youth shows.

I take the photos of dress rehearsals for subsequent displays and for posterity!

I take cast photos for programmes

1. **Website administrator**

Having been very involved in this, I now have a minimal involvement. The bulk of activity is done by John Nurse and Keith Butler.

I am part of the small committee. We meet as needed, perhaps x3 per year.

I feed in information to go on the BUSCA and Village websites including requests to set up and remove Paypal facilities for specific events.

I seem to be the only person who feeds any info in about BUSCA related activities.