



# Stagers Leadership Terms of Reference

## 1. Purpose

Stagers exists to provide a total theatrical experience for the children and young people of Horncastle and the surrounding areas.

Stagers operates as part of Horncastle Theatre Company, including both Young Stagers (from age 7 up to and including year 7) and Up Stagers (from year 8 up to and including year 13 or equivalent).

## 2. Status

Stagers is a youth programme operated by Horncastle Theatre Company, with Stagers Leadership operating functionally as a sub-committee of the Management Committee under its Scheme of Delegation. The Management Committee as Charity Trustees retain ultimate legal responsibility for the activities of Stagers.

## 3. Composition

Stagers Leadership shall have at least two members, to include the Chairman of Stagers and a Treasurer of Stagers. The Chairman of Stagers is responsible for the day-to-day management, leadership and direction of Stagers, and shall chair any meetings of Stagers Leadership. They may appoint any other leaders or volunteers as required to support delivery of activities across both sections.

## 4. Responsibilities

The Stagers Leadership are responsible for:

- Planning and delivering rehearsals, workshops, and productions;
- Supporting the development and wellbeing of participating children;
- Managing the day-to-day running of both sections.

## 5. Decision-Making

The Chairman of Stagers has delegated authority to make all operational decisions relating to the management of Stagers as defined by these terms of reference. Leaders and volunteers support delivery and may be consulted as appropriate. Matters that fall outside the agreed scope of Stagers, or which may significantly affect the wider charity, should be referred to the Management Committee.

## 6. Finance

The Treasurer of Stagers is authorised to manage funds allocated for Stagers activities day to day. All funds form part of the Charity's overall finances and must be accounted for accordingly.

The Chairman of Stagers will ensure that:

- appropriate financial records are maintained;
- accounts are reported to the Company Treasurer on a regular basis (at least annually).

## **7. Safeguarding and Compliance**

The Chairman of Stagers is responsible for ensuring that all activities are carried out in line with the Charity's safeguarding policies and all other relevant laws and regulations, with support from Stagers Leadership.

## **8. Reporting**

The Chairman of Stagers shall provide a report to each Committee meeting, AGM and Business Meeting, including activities and progress; financial position; and any significant issues.

The Treasurer of Stagers shall present a statement of accounts to the Treasurer of Horncastle Theatre Company within six months of the end of each financial year (28<sup>th</sup> February) to accompany a financial report.

## **9. Working Arrangements**

Stagers operates in a flexible and practical way appropriate to its activities. Written records of activities and decisions should be maintained as appropriate.

## **10. Review**

These Terms of Reference may be reviewed and updated from time to time to reflect the needs of Stagers and Horncastle Theatre Company.

**Date adopted: 17<sup>th</sup> April 2026**