

# Townsville Cinema Group Inc



Join a **great group of volunteers** at the upcoming Annual General Meeting

- **When:** Sunday 29<sup>th</sup> March 2026, 2pm-4pm
- **Where:** Aitkenvale Public Library, Meeting Room, 4 Petunia St, Aitkenvale

## What does the Management Committee do?

Run your Cinema Group! Organise the program, cinema hire, membership coordination, website maintenance, pay the bills and more!

## What are the roles of the Townsville Cinema Group Inc Management Committee?

Role	Key responsibilities
President	<ul style="list-style-type: none"> <li>• Chair management committee meetings every 2 months or as required.</li> <li>• Liaise with cinema/venue re pricing, availability and screening quality.</li> <li>• Liaise with other community groups in relation to promotion of cinema group</li> <li>• Coordinate promotion of TCG on 4TTT, Townsville Bulletin, ABC, What's on Townsville.</li> <li>• Coordinate distribution of programs to outlets across Townsville</li> <li>• Ensure compliance with all Not-For-Profit legal requirements.</li> <li>• Ensure a positive experience for management committee members</li> <li>• Oversee legal operation of TCG that ensures the longevity of the group.</li> <li>• Authorise payments- and respond to emails (need good computer access!)</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>• Chair meetings in absence of President</li> <li>• Support the President to ensure smooth running of TCG.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Prepare and maintain meeting papers, including agenda and minutes</li> <li>• Respond to all correspondence in relation to registration of TCG with Fair Trading, ATO, Suncorp etc</li> <li>• Seek grant opportunities and acquit grants.</li> <li>• Respond to emails or triage to relevant members from general email account</li> <li>• Authorise payments and respond to emails (need good computer access!)</li> <li>• Communicate with members via Mailchimp or as discussed with President</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Ensure timely payment of accounts</li> <li>• Ensure float is maintained after each screening</li> <li>• Bank any cash from screenings</li> <li>• Prepare financial statements for management committee members using software - Cashbook</li> <li>• Liaise with Auditor for annual audit</li> <li>• Monitor and respond to emails to Treasurer</li> <li>• Liaise with Membership Coordinator and Front of House Coordinator to ensure all financial records are accurate</li> <li>• Authorise payments and respond to emails (need good computer access!)</li> </ul>
Membership Coordinator	<ul style="list-style-type: none"> <li>• Process Membership applications</li> <li>• Maintain database of members</li> <li>• Communicate with members in relation to membership matters.</li> <li>• Prepare membership cards.</li> <li>• Liaise with Treasurer/Auditor to ensure accurate membership registration.</li> </ul>
Programming Coordinator	<ul style="list-style-type: none"> <li>• Lead small group of members to select films.</li> <li>• Coordinate program selection for each half year.</li> <li>• Consider members' requests for film screenings.</li> <li>• Liaise with distributors to ensure film has arrived each screening.</li> <li>• Prepare program on relevant template – design and print.</li> <li>• Ensure invoices for film screenings are directed to Treasurer.</li> <li>• Prepare a report for Management Committee for endorsement of programming.</li> </ul>
Website Coordinator	<ul style="list-style-type: none"> <li>• Liaise with website designers for updates as required</li> <li>• Coordinate changes and updates to website</li> <li>• Review analytics and suggest improvements.</li> </ul>
Facebook Coordinator	<ul style="list-style-type: none"> <li>• Prepare fortnightly posts – pre and post screening</li> <li>• Build profile of TCG on Facebook</li> <li>• Respond to questions/messages</li> </ul>
Front-of-House Coordinator	<ul style="list-style-type: none"> <li>• Liaise with volunteers to coordinate front of house for each screening</li> <li>• Prepare run sheet for fortnightly screenings.</li> <li>• Work with Membership coordinator /Treasurer to ensure financial records are kept accurately</li> </ul>
Raffle Coordinator	<ul style="list-style-type: none"> <li>• Purchase raffle prize each screening</li> <li>• Organise raffle ticket selling for each screening</li> </ul>
General members	<ul style="list-style-type: none"> <li>• Support Management Committee to ensure smooth running of TCG – especially on screening nights!</li> </ul>