

# EOI Policy

Policy: Expression of Interest  
Organisation: New Plymouth Operatic Society  
Created: October 2023  
Review Date: October 2024

## Background

New Plymouth Operatic Society's (NPOS) core activity is staging productions. Every production requires a Creative and Production Team along with Heads of Department. This policy is designed to set out how applicants are determined by the NPOS Board of Management.

## Application

This policy applies to all NPOS Board of Management (BoM) members.

## Purpose

Provide the BoM some general guidelines and parameters to allow for a fair and reasonable assessment process of Creative and Production Teams and Heads of Department (HoD) for NPOS productions, as well as create better transparency for the decision-making processes for the wider NPOS membership.

## General assessment criteria

### Notes:

- *These are to be taken as general guidelines/parameters only, and the final decision will always be at the discretion of the BoM.*

- **Local (Taranaki based)**

The BoM should, in the first instance, endeavour to give local applicants the first opportunity when considering EOI applications, based on being able to demonstrate competence in the areas noted below.

- **Capability**

Has the applicant demonstrated (through CV or previous NPOS productions) the competency and experience to produce the creative, organisational management and delivery outcomes required of the production?

- **Past experience/s & track record**

Has the applicant worked well with the wider NPOS membership and upheld the society's core values, either in the role the applicant is applying for, or in other production roles?

### Note:

- *May or may not be applicable (if the applicant hasn't worked with NPOS before).*

- **Remuneration**

Must be confirmed, reviewed and approved by the BoM prior to appointment against the proposed production budget, including accounting for indicative values for flights, accommodation and per diems (if applicable).

### Note:

- *The BoM may or may not appoint the "lowest" budget submission i.e. the items above may take precedence.*

- **Diversity/Opportunity**

Is there an opportunity for an existing or new member to NPOS to take up a creative, production or HoD role and provide a fresh perspective to the production in this role?

### Note:

- *Where capability can be stretched in some departmental areas, we don't want NPOS members to feel compelled to continually apply for creative, production or HoD roles.*
- **Added value**

If an out-of-town appointment is made to a creative role, what added value are they able to bring to the entire NPOS membership during their time with the production? i.e. workshop, masterclass, presentation, etc.

### **Conflicts of interest**

Being a regional non-for-profit musical theatre organisation with a small pool of volunteers there is an expectation that, from time to time, there will be conflicts of interest within the BoM members. Should this arise the following actions are to take place in the following scenarios:

- If either an immediate family member or partner/spouse of a Board of Management member submits an EOI proposal.
  - In this instance, the BoM member may or may not remain in the meeting (at the discretion of the Chairperson, dependant on the situation). If remaining they may not contribute to any discussion in regard to that specific EOI with which they have the conflict and must abstain from any vote (if a vote is required).
- A BoM member submits an EOI proposal.
  - In this instance, the BoM member will be asked to step out of the meeting and will take no part in any discussions and decision making in regard to that specific creative role.

### **Appointment**

If an agreement on appointment cannot come to a consensus around the table, the BoM will decide via a vote, either by:

- a verbal response,
- show of hands, or
- by confidential ballot.

The Chairperson (NPOS President) will decide which method is used, and will be entitled to a second or casting vote should there be a tie, as per NPOS voting rules.

All successful and unsuccessful applicants must be notified in writing by the NPOS General Manager of the outcome.

Successful applicants must accept their appointment and sign a contract (if applicable) with NPOS prior to any formal announcement and/or prior to rehearsals commencing.

### **Who should read this policy**

The following must read and understand this policy in order to effectively discharge their duties to NPOS as well as understanding the process:

- NPOS Board of Management,
- NPOS General Manager,
- NPOS Members, and
- those submitting an EOI.