

## Western Arts Theatre – Annual General Meeting

The AGM is to be held in or as close to the final week in July annually.

The AGM agenda is as follows:

All executive and portfolio positions must bring their folios of passwords and documentation etc. to hand over to the newly elected committee, or arrange for the transfer of information before the first committee meeting.

### AGENDA:

1. President – Declares Meeting Open and Welcomes everyone
2. Acceptance of minutes of previous AGM
3. Presidents Report
4. Treasurer's Report
5. Positions declared open as per table below and meeting chair is handed over to the returning officer. (To be eligible to nominate for president you must have been a member of WAT for a minimum of 1 year immediately prior to the nominating AGM)

### Committee Election times:

- Executive positions are a 2 year commitment. This cycle will take 2 years to establish. If personal circumstance prevent full commitment to the position for the full length of time, the committee will nominate a replacement from within the current committee.
- General Members are a 1 year commitment

Year:	2016/17	2017/18	2018/19	2019/2020
<b>President</b>	Open	X	Open	X
<b>Vice President</b>	Open	Open	X	Open
<b>Treasurer</b>	Open	X	Open	X
<b>Secretary</b>	Open	Open	X	Open
<b>General Member</b>	Open	Open	Open	Open

6. Call for nominations and vote:  
(Positions with multiple nominations must present a speech)
  - a. President -
  - b. Vice President -
  - c. Treasurer -
  - d. Secretary -

e. General Members -

7. Announce New committee
8. Set financial fees vote –
9. Close of AGM - New President declares meeting closed

After the meeting is closed:

- SOPs given to all new committee members by previous secretary
- Contact details for new committee to be given to new secretary
- Date and location for 1<sup>st</sup> meeting decided

### **First meeting with newly elected committee members**

The following items will be needed to be added to the agenda for the first meeting held by the newly elected committee, after WAT's AGM.

Secretary – make sure all committee have access to the WAT Google Drive

Secretary - Collect preferred e-mail accounts for communication and link to [committee@westernartstheatre.org](mailto:committee@westernartstheatre.org) group e-mail.

Treasurer – Committee to nominate new signatories for Bendigo Bank accounts and fill out *change account detail* form which can be obtained from Bendigo Bank Branch.

Nominate and distribute committee portfolios

- Social Media
- Front of House/Fundraising
- Archivist
- Communications officer
- General Member

President writes card and Secretary sends it– Thank you cards to previous committee members, no longer on committee.