

HOW TO NOMINATE

If you wish to nominate for a position on the Management Committee of MATES Theatre Genesis (MTG), please complete the relevant section of this form, sign the form, have it signed by two financial members to propose and second your nomination and return the form to the Secretary by **Friday 31st January**.

Nominations may also be received from the floor at the Annual General Meeting.

You must be a current financial member to nominate. Please ensure that you have paid your annual membership fee (if applicable).

The management committee has the general control and management of the administration of the affairs, property and funds of the association, except where otherwise specified in the rules or a resolution is made by the members at a general meeting.

PRESIDENT

The President must chair every management committee meeting and general meeting that the President attends.

At a general meeting (except a special general meeting), if the votes are equal, the President has their own vote and a casting vote.

The President may call a special meeting of the management committee or a general meeting if the Secretary is unable or unwilling to call the meeting.

The President may be a signatory on cheques over \$100.

NOMINEE: **SIGNATURE:** **DATE:**

PROPOSED: **SIGNATURE:** **DATE:**

SECONDED: **SIGNATURE:** **DATE:**

MANAGEMENT COMMITTEE NOMINATION FORM

SECRETARY

The Secretary's functions include, but are not limited to:

- ◆ calling meetings
- ◆ preparing notices of meetings and the business to be conducted at the meeting in consultation with the President
- ◆ keeping minutes of meetings
- ◆ keeping copies of correspondence
- ◆ maintaining the register of members

The Secretary may also be a signatory on cheques over \$100.

NOMINEE: **SIGNATURE:** **DATE:**

PROPOSED: **SIGNATURE:** **DATE:**

SECONDED: **SIGNATURE:** **DATE:**

TREASURER

The Treasurer oversees MTG's finances, ensuring that all financial transactions are properly documented.

The Treasurer must, as soon as practicable after the end of each reportable financial year, ensure that a financial statement for the last financial year is prepared.

The Treasurer usually maintains MTG's asset register, which itemises all of MTG's equipment and its value.

The Treasurer reports on MTG's financial position at each committee meeting.

The Treasurer may also be a signatory on cheques over \$100.

NOMINEE: **SIGNATURE:** **DATE:**

PROPOSED: **SIGNATURE:** **DATE:**

SECONDED: **SIGNATURE:** **DATE:**

MANAGEMENT COMMITTEE NOMINATION FORM

COMMITTEE MEMBERS NOT HOLDING AN OFFICE

Management Committee members participate in decisions about the management of MTG, its property and funds. Decisions are made by a majority vote at meetings of the Management Committee.

Sub-committees may be established by the Management Committee to work on specific matters, for example, the development of a strategy, policy or procedure. There is no limit on the number that may be elected.

NOMINEE: **SIGNATURE:** **DATE:**

PROPOSED: **SIGNATURE:** **DATE:**

SECONDED: **SIGNATURE:** **DATE:**
