

ASSOCIATION RULES of Lightbox Productions Incorporated

Australian Business Number (ABN) - 21 790 141 733

An Incorporated Association

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1. Definitions

1.1 In these rules, words and phrases have the meaning set out below:

AGM means the annual *general meeting*;

Association refers to Lightbox Productions Incorporated;

Committee and **Committee Member(s)** means the **association's** committee of management and the members of the committee of management respectively (appointed under rule 13.1 and 13.3)

Committee meeting means a meeting of the committee held in accordance with these rules

General Meeting refers to the meeting of members of the **association** as described in rule 14.1, consisting of AGMs and special general meetings, as well as a disciplinary appeal meeting

Financial Year means the 12-month period specified in rule 6.1

Member means any financial member of the **association**, or anyone who nominates to work with the **association**.

Member entitled to vote means a member who under rule 9.6 is entitled to vote at a general meeting

Purposes means the purposes of the **association** as described in rule 4.1

Returning Officer means a previous committee member who is not nominating to be a part of the new committee, who oversees the voting process of the new committee at the AGM.

Special Resolution means a resolution of members:

- Of which at least twenty-one (21) days' notice at which it will be considered has been given to members, and
- That is passed at a **general meeting** by 75% or more of the members voting (who are eligible to vote), voting in favour of it.

A **Special Resolution** must be passed for the changing of any rules set out in this document.

The Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act

The Registrar means the Registrar of Incorporated Associations

2. Preliminary/General Matters

- 2.1 The name of the **association** is Lightbox Productions Incorporated
- 2.2 The **association** is Incorporated, and registered with Consumer Affairs Victoria
- 2.3 These rules are intended to be binding on members of the **association** and enforceable by courts in Victoria
- 2.4 The registered address of the association is **PO Box 769, Croydon VIC 3136**

3. Alteration of Rules

- 3.1 Subject to rule 3.2 below, these rules may be changed, added to, or replaced by **special resolution** of the **association's members** at a **general meeting** (either annual or special). This includes a change to the name of the association.
- 3.2 The **members** must **not** pass a **special resolution** that amends these rules, if passing them causes the **association** to no longer be a not-for-profit.

4. Purposes, powers and not-for-profit status

- 4.1 The **association** will pursue the following **purposes**:
 - i. Create works or projects related to live performance (with a focus on musical theatre), namely at least one full-length musical production to be staged in a committee's tenure, that are advised by its members.
 - ii. Provide open opportunities for the development of skills of performers, creatives, and technicians.
 - iii. Prioritise the use of industry standard techniques and methodologies for the betterment of the understanding of the arts
 - iv. Provide opportunities for anyone interested in any aspects of theatre to learn more about the craft.
- 4.2 The **association** may do all things that help it to achieve these **purposes**, in accordance with these rules, and **The Act**
- 4.3 Without limiting subrule (4.2), the **association** may:
 - i. acquire, hold and dispose of real or personal property;
 - ii. open and operate accounts with financial institutions;
 - iii. invest its money in any security in which trust monies may lawfully be invested;
 - iv. raise and borrow money on any terms and in any manner as it thinks fit;
 - v. secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - vi. appoint agents to transact business on its behalf;
 - vii. enter into any other contract it considers necessary or desirable.
- 4.4 The **association** and its **committee** may only do things and use the income and assets of the **association** (including those held on trust for the **association** or its **purposes**) for the **purposes** listed in rule 4.1.

- 4.5 The **association** must operate consistently with legal requirements
- 4.6 The **association** must not distribute any income or assets, directly or indirectly, to its members.
- 4.7 Rule 4.6 does not stop the **association** from doing the following things, provided they are in good faith (fairly and honestly)
- Honouring a member for goods or services they have provided or expenses they have properly incurred at fair and reasonable rates or rates more favourable to the **association** (an honorarium), or
 - Making a payment or providing a benefit to a member in carrying out the **association's purpose(s)**

5. Indemnity

- 5.1 To the extent possible under law, **members** (including **committee members**) are entitled to be indemnified out of the assets held for the **association** for any debts or liabilities incurred personally by a **member** when acting on behalf of the **association**, so long as the **member** was:
- i. Authorised by the **association** to take that action, and
 - ii. Acting in good faith (honestly and fairly) and in the best interests of the **association**.
- 5.2 This indemnity is a continuing obligation and is enforceable by a person even if that person is no longer a **member** of the **association**. This indemnity only applies to the extent that the person is not otherwise entitled to be indemnified and is not actually indemnified by another person (including an insurer under an insurance policy).
- 5.3 To the extent permitted by law, and if the **committee** considers it appropriate, the **association** may pay or agree to pay a premium for a contract insuring a person who is or has been a **member** of the association (including a **committee member**) against any liability incurred by that person as a **member** of the **association** (including as a **committee member**)
- 5.4 Any claims to indemnity must be made to the **committee**, and the **committee** must deem the case appropriate for indemnity.

6. Financial Year

- 6.1 The financial year of the **association** is from 1st June to 31st May, unless the **committee** passes a resolution to change the financial year. This can be voted on and changed by the **committee**.

7. Record Keeping

- 7.1 The **association** must make and keep written financial records that:
- i. correctly record and explain the **association's** transactions and financial position and performance, and
 - ii. enable true and fair financial statements to be prepared and to be audited.

- 7.2 The **association** must also keep written records that correctly record its operations and be able to produce these records if required by law.
- 7.3 The **association** must retain its records for at least seven years, or as otherwise required by laws that may apply (for example, taxation law).
- 7.4 The **committee members** must take reasonable steps to ensure that the **association's** records are kept safe.

8. Funds and assets

- 8.1 The **committee** must establish policies about the holding and management of funds and assets on behalf of the **association** or its **purposes**, and that set out who oversees these funds and assets, and who can make decisions about them.
- 8.2 The **association** must satisfy any obligations that apply to the use of assets over which a trust exists.
- 8.3 The assets and income of the **association** shall be applied solely to further its objects and no portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation.'
- 8.4 The **association** can receive funding from:
 - i. Joining and annual membership fees
 - ii. Donations
 - iii. Grants
 - iv. Fundraising
 - v. Interest
 - vi. Ticket sales from productions
 - vii. Production levy's
 - viii. any other lawful sources approved by the **committee** that are consistent with furthering the **association's purposes**.

9. Membership

- 9.1 Anyone who supports the **purposes** and agrees to be bound by these rules can apply to join the **association** as a member.
- 9.2 The **committee** decides the process for receiving and approving memberships.
- 9.3 After the **committee** has approved a membership application, the **committee** must write to the applicant as soon as possible to tell them whether their application was approved. Once a person's Membership has been approved, they hold an annual membership to the **association** which must be financially renewed in the following calendar year, at the commencement of the month after the membership was approved.
- 9.4 The **committee** can propose to set or change joining fees and annual membership fees for **members**. Joining and membership fee proposals must be approved by a majority of **members** voting at a **general meeting**.

- 9.5 A **member** who is entitled to vote has the right:
- i. to receive notice of **general meetings** and of proposed **special resolutions** in the manner and time prescribed by these Rules
 - ii. to submit items of business for consideration at a **general meeting**
 - iii. to attend and be heard at **general meetings**
 - iv. to vote at a **general meeting**
 - v. to have access to the minutes of **general meetings** and other documents of the **Association** as provided under rule 12
 - vi. to inspect the register of **members** (unless otherwise informed by rule 11).
- 9.6 A **member** is entitled to vote if:
- i. The **member** is a **member** other than an associate member (see rule 10)
 - ii. More than 10 business days have passed since they became a **member** of the **association**
 - iii. the **member's** membership rights are not suspended for any reason
 - iv. they do not have any outstanding payments to the **association**, including (but not limited to) membership fees or production levies.
- 9.7 Members must pay any membership fee and any unpaid joining fee within 30 days of being asked. If a member does not pay on time, their membership may be suspended by the **committee**. If the member does not pay all amounts owing within three months of their membership being suspended, their membership may be cancelled by the **committee**.
- 9.8 When membership is suspended, a **member** cannot exercise their members' rights, such as voting at a **general meeting**.
- 9.9 An individual immediately ceases to be a member if:
- i. Their membership is cancelled under these rules
 - ii. They resign their membership
 - iii. They die.
- 9.10 If a member resigns, the **association** is not required to refund any joining, membership or other fees already paid.

10. Associate Members

- 10.1 Associate **members** of the **association** include:
- i. Any members under the age of 15 years
 - ii. Any person who works with the **association** but is exempt from a mandatory membership.
 - iii. Any other category of member as determined by special resolution at a general meeting
- 10.2 An associate member must not vote but may have other rights as determined by the Committee or by resolution at a **general meeting**.

11. Register of Members

- 11.1 The **association** must maintain an accurate register of members.
- 11.2 Members' names and contact details must be entered in the register of members when membership is approved. A person becomes a member when their name is entered on the register, and they have no financial payments outstanding.
- 11.3 If a member requests that access to any of their details on the register of members be restricted, the committee may decide whether access will be restricted (see rule 12) and will notify the member of this. These requests must be made in writing to the secretary.

12. Members' access to documents

- 12.1 A **member** may make reasonable requests to inspect (at a reasonable time) the:
- i. Rules of the **association** (this document)
 - ii. Any policies of the **association**
 - iii. **General meeting** minutes, and
 - iv. Register of members.
- 12.2 A **member** may make reasonable requests for copies of the documents requested under rule 12.1. The **association** can charge a reasonable fee for providing copies.
- 12.3 **Members** may only use information that is accessed in accordance with rules 12.1 or 12.2 for lawful and proper **purposes** related to the **association**.
- 12.4 Subject to rule 12.5, the **association** must provide access to documents or copies requested under rules 12.1 and 12.2 within a reasonable timeframe
- 12.5 The **association** can refuse to provide access or copies, or provide only limited access, if the documents contain confidential, personal, employment, commercial or legal matters, or if granting the request would breach a law or could cause damage or harm to the **association**, or if the request is otherwise unreasonable.
- 12.6 **Members** cannot inspect or get copies of **committee** meeting minutes or parts of the minutes, unless the **committee** specifically allows it.

13. The Committee

13.1 Duties of the Committee

- 13.1.1 The association is governed by the committee that is made up of committee members. The role of the committee is to ensure that the association is responsibly managed and pursues its purposes.

- 13.1.2 The committee can exercise all the powers and functions of the association (consistent with these rules and relevant Australian laws), except for powers and functions that the members are required to exercise at a general meeting (under these rules, or relevant Australian laws).
- 13.1.3 The committee can delegate any of its powers and functions to a committee member, a sub-committee, a volunteer or a member, other than the power of delegation or a duty that applies to the committee or particular committee member under Australian laws.
- 13.1.4 The **committee** is made up of a minimum of three executive **committee** members (President, Secretary and Treasurer), all of whom must be permanent Australian residents. The remaining positions will be filled by a Vice-President, a Marketing & Publicity Officer, a Sponsorships & Fundraising Officer, an Events officer, and other general members (not exceeding 3).
- 13.1.5 The roles and responsibilities of the committee are held within APPENDIX A
- 13.1.6 The president automatically assumes the role of **chair**.
- 13.1.7 The tenure of a **committee** member is from the moment they are elected until the moment that all positions are declared vacant at the next **AGM**, unless that member is removed from their position or steps down.
- 13.1.8 Among its other responsibilities, the committee is responsible for making sure that:
- i. accurate minutes of general meetings and committee meetings are made and kept
 - ii. other records are kept in accordance with rules 7.1 to 7.4, and
 - iii. documents of the association are made available to members in accordance with rules 12.1 to 12.6.
- 13.1.9 **Committee** members must:
- i. comply with their legal duties under Australian laws and ensure that the association complies with its duties under Australian laws, and
 - a. exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a committee member of the association
 - b. act in good faith (fairly and honestly) in the best interests of the association and to further the purpose(s) of the association set out in rule 4,
 - c. not misuse their position as a committee member
 - d. not misuse information they gain in their role as a committee member
 - e. disclose any perceived or actual material conflicts of interest
 - f. ensure that the financial affairs of the association are managed responsibly, and
 - g. not allow the association to operate while it is insolvent.

- 13.1.10 For the avoidance of doubt, the duties listed above in rule 13.1.9(i)(a) to (g) are listed for convenience only and are not intended to limit the general obligation set out in rule 13.1.9 (i).
- 13.1.11 **Committee** members are required to maintain an active first-aid and CPR qualification throughout their tenancy on the committee. The **association** may vote to reimburse up to 50% of the costs of the first aid training.
- i. New committee members must obtain their qualifications within a time frame agreed upon by unanimous committee vote at their first committee meeting.
 - ii. Committee members will not be permitted to stand for reelection at an AGM if they have not maintained or allowed to lapse this qualification during their previous tenure, and do not meet this requirement as soon as they resume office.

13.2 Election of the Committee

- 13.2.1 A member can nominate to be on the committee by writing to the secretary fourteen days prior to a general meeting where an election for the committee is held. They may also nominate at a general meeting if a role is not nominated by the general meeting. A member can nominate themselves or another member with their permission.
- 13.2.2 To be eligible to be a **committee** member, an individual:
- i. Must be nominated under rule 13.2.1
 - ii. must give the association their signed consent to act as a committee member of the association, and
 - iii. must be a member of the association at the time of their nomination, appointment, and for the duration of their time on the committee.
- 13.2.3 If the number of eligible applicants nominated to be **committee** members is equal to the number of **committee** members required, the chair may declare the positions filled without holding a ballot.
- 13.2.4 A **committee** member ceases to be on the committee if they:
- i. resign, by writing to the committee
 - ii. fail to complete tasks agreed upon from a committee delegate and have had their performance assessed.
 - iii. are removed by a resolution of the members of the **association**
 - iv. miss three sequential meetings of the committee without more than a month's written notice
 - v. miss three meetings within a three-month time period
 - vi. die.
- 13.2.5 The committee should establish a protocol for performance management, in order to accurately assess a committee members performance. This policy should outline how tasks should be administered, how many tasks would constitute this policy being placed into effect, and the processes that may be undertaken.

- 13.2.6 The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months. The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.
- 13.2.7 If a committee member stops being on the committee, the committee can temporarily appoint a member of the association to fill the vacancy on the committee until the next AGM

13.3 Committee Meetings

- 13.3.1 The **committee** shall meet no less than once per month, allowing **committee** members to attend through technology, so long as it allows everyone to communicate.
- 13.3.2 The President will chair **committee** meetings. If the president is not in attendance, the Vice-President will chair. In the absence of both members, the **committee** can choose who will chair the meeting.
- 13.3.3 A resolution is passed if more than half of the committee members voting at the **committee** meeting vote in favour of the resolution.
- 13.3.4 A majority (more than half) of **committee** members must be present (either in person or through the use of technology) within 20 minutes of the scheduled start time for the meeting to be validly held (this is the quorum for **committee** meetings).
- 13.3.5 Before each meeting commences, those present must agree on an agenda for the meeting.
- 13.3.6 A record of all decisions made (minutes) at the meeting must be recorded and kept after each meeting.

14. General Meetings

- 14.1 **General meetings of members** can be called by the **committee**. The **committee** must call a **general meeting** if requested by a group of **members** making up at least 10% of members, or 15 members (whichever is the lesser) who are entitled to vote at **general meetings**. The **members** must state in the request any resolution to be proposed at the meeting.
- 14.2 If the **committee** does not call and hold a meeting where requested to do so under rule 14.1 within two months of the request, 50% or more of the members who made the request may call and arrange to hold a general meeting. The meeting must be held within three months from the time the request was made and as far as possible, should follow the procedures for calling general meetings set out in these rules. The members are entitled to claim any reasonable expenses that they incur in calling the meeting from the assets of the association.

- 14.3 At least 10% of the members that are entitled to vote at the meeting must be present at a general meeting (either in person or through technology that allows for clear and simultaneous (interactive) communication of all meeting participants, for the meeting to be held (this is the quorum for general meetings).
- 14.4 Written notice of general meetings must be provided to all members (and the association's auditor or reviewer, if one is appointed) at least twenty-one (21) days before the meeting by email. Notice to members must be sent to the members' email addresses listed on the register of members.
- 14.5 Any notice of general meetings must include the meeting details (including whether the meeting is to be held in two or more places and the technology that will be used to facilitate this), proposed issues to be discussed and resolutions to be moved at that meeting.
- 14.6 The association must hold an AGM at least once in every calendar year between the 15th of September and the 15th of October, at which it provides reports to members about the financial position and activities of the association.
- 14.7 The ordinary business of the AGM is to confirm the minutes of the previous AGM, receive reports and statements on the previous financial year from the President, Treasurer and any other pertinent persons, and elect committee members. The notice of the AGM must include any special business or resolutions to be considered.
- 14.8 All elections for committee positions must be determined by a secret ballot using a preferential voting system. The new committee will take charge of the association from the close of the meeting.
- 14.9 The committee must appoint a returning officer as Chair who will administer the election of the committee.
- 14.10 Nominations of candidates for election as committee members of the association must be delivered to the secretary not less than fourteen (14) days before the date fixed for the holding of the AGM.
- 14.11 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the AGM.
- 14.12 If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- 14.13 In the event that a general meeting other than the AGM is called solely for the purpose of an election to fill a vacant Committee position then the voting for this election may be conducted online providing all other provisions for a properly constituted meeting and election herein are met.
- 14.14 Online voting will be open for a period of at least twelve (12) hours and no more than twenty-four (24) hours.

- 14.15 A group of at least 10% of members who are eligible to vote at a general meeting can propose resolutions to be voted on at a general meeting by writing to the committee advising them of the proposed resolutions, so long as requirements to notify members of the resolutions prior to the general meeting can be met (which will depend on the type of resolution proposed).
- 14.16 Any resolution proposed under rule 14.15 must be considered at the next general meeting held no more than two months after the date the committee is notified of the request to present a resolution to members. This rule does not limit any other right that a member has to propose a resolution at a general meeting.
- 14.17 The Chair (see rule 13.1.6 and 13.3.2) will chair general meetings. If the Chair does not attend, the members at the meeting can choose another committee member to be the chair for that meeting. The Chair is responsible for the conduct of the general meeting, and for this purpose must give members a reasonable opportunity to make comments and ask questions (including to the auditor or reviewer (if any)).
- 14.18 Each member has one vote.
- 14.19 Votes may be held by a show of hands or written ballot, or another method that the chair decides is fair and reasonable in the circumstances. If a vote is held initially by a show of hands, any member can request a vote be held again by written ballot. If a vote of the members is tied, the chair of the meeting does not have an additional, deciding vote and shall declare that the motion has failed.
- 14.20 The chair can adjourn the meeting if there are not enough members at the meeting (a quorum – see rule 14.3) within 30 minutes of the meeting start time, or if there is not enough time at a meeting to consider all business. A new notice must be sent to members for the adjourned meeting (but does not have to comply with time for notice requirements, unless the adjourned meeting is more than 21 days after the original meeting date). Only unfinished business may be dealt with at a resumed meeting. The chair must adjourn the meeting if a majority of members entitled to vote at the meeting direct the chair to do so.
- 14.21 On a show of hands, the chair's decision is conclusive evidence of the result of the vote.
- 14.22 The chair and the meeting minutes do not need to state the number or proportion of the votes in favour or against on a show of hands.
- 14.23 The association will submit all appropriate documentation to Consumer Affairs Victoria within two weeks of the relevant deadline or meeting.

15. Dispute Resolution Process

- 15.1 If there is a dispute between a **member** or **committee** member and:
- i. One or more **members**, and

ii. One or more **committee** members,

The parties (the people who disagree) involved must first attempt to resolve the dispute between themselves within a period of at least fourteen (14) days from the date the dispute is known to all parties involved.

- 15.2 If the dispute cannot be resolved between the people involved, the **committee** must be notified, and a dispute resolution process must be put in place by the **committee**. The **committee** may develop a policy regarding dispute resolution.
- 15.3 A dispute resolution process must allow each party a reasonable opportunity to be heard and/or submit arguments in writing and should first attempt to resolve the dispute by the parties reaching agreement. If an agreement cannot be reached, the **committee** may appoint an unbiased person to decide the outcome of the dispute. The unbiased person may be a **member**, non-member or professional mediator who is not connected with the dispute or the people involved in it.

16. Conflicts of Interest

- 16.1 The **association** must maintain a policy for the management of conflicts of interest
- 16.2 The **association** must maintain a register of the conflicts of interest.

17. Disciplinary Action

- 17.1 The **committee** can take disciplinary action against a **member** of the **association** if it considers the member has breached this constitution or any other **association** policy, or if the member's behaviour is causing (or has caused) damage or harm to the **association**. The **committee** must follow a disciplinary process in accordance with 17.4. The **committee** may choose to adopt a more detailed discipline policy, dealing with issues such as rights to appeal.
- 17.2 Disciplinary action can include warning a **member** or suspending or cancelling the **member's** membership. It cannot include a fine. Membership cannot be suspended for more than twelve (12) months.
- 17.3 The **committee** must write to the **member** to tell them why they propose to take disciplinary action.
- 17.4 The **committee** must arrange a disciplinary procedure that meets these requirements:
- The outcome must be determined by an unbiased decision-maker appointed by the executive (who cannot be a **committee member**)
 - The **member** must be given an opportunity to explain or defend themselves, and

- c. The disciplinary procedure must be completed as soon as reasonably practicable.
- 17.5 The **committee** must notify the member of the outcome of the disciplinary procedure as soon as reasonably practicable.
- 17.6 There will be no liability for any loss or injury suffered by a member as a result of any decision made in good faith (fairly and honestly) under rule 15.3

18. General Business

Working with Children's Check

- 18.1 All persons involved in the work of the **association** over the age of 18 must have a volunteer or employee Working with Children's Check.

Exemptions to replaceable rules

- 18.2 The committee may waive the enforcement of rules 13.1.11 or 13.2.4ii if it sees fit by a unanimous vote minus one of the committee.

19. Winding up

- 19.1 The Association may be wound up voluntarily by special resolution.
- 19.2 In the event of the organisation being dissolved, all assets that remain after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes, which is charitable at law and which has rules prohibiting the distribution of its assets and income to its members.

APPENDIX A: The Roles of The Committee

The **President** will guide the organisation to set goals and activities, including (but not limited to):

- Overseeing the shows and other performance aspects of the association and how they interact with the association overall with the support of all other committee members;
- Researching music theatre works on behalf of and at the request of the committee to assist in the choosing of them, as well as integrating the proposed artistic directions of the committee to aid in crafting a cohesive season of works.
- Monitoring and maintaining the morale of the membership in conjunction with the rest of the committee
- Be an available support to the production team of each production, aiding the solving of issues and working with teams to ensure the smooth running of the productions.
- Facilitate the choice of show for the association, the choice of production team members and support the creative teams in equitable casting.
- Act as an executive producer on all productions, and be available to step in to the productions at any moment as a manager.
- Generation of reports and reviews of the processes and activities of the committee.

The **Vice President** will assist the President in the smooth running of the association, and will chair any committee meetings the President is not in attendance at. Like the President, they will assist the president to set goals and activities, including (but not limited to):

- Remaining familiar with all aspects of company policy and procedures, and help to make recommendations to the President and the entirety of the committee to ensure the smooth continued operation of the association.
- Ensure that the Association is at all times working towards an accessible and open profile, supporting an equal opportunity Association.

The **Secretary** will ensure the proper management of the association, including (but not limited to):

- Acting as the public officer for the association
- Overseeing the membership, including maintaining the current listing of members and email addresses, and ensuring the payment of membership fees.
- Acting as the main focal point for communication, between committee members and external agents, and from the membership
- Ensuring the recording, distribution and accuracy of meeting agendas, minutes, documents and policies generated by the association.
- Ensuring the activities of the committee comply with Health & Safety and risk management regulations.
- Ensuring compliance of all regulations that the association may be bound by.
- Generation of reports and reviews of the processes and activities of the committee.

The **Treasurer** will manage the finances of the association, including (but not limited to):

- Maintaining a budget for the Association and allocating funding to shows as well as other activities and events as required

- Maintain policies for the timely payment of expenditure and track expenditure committed to by the association
- Maintain the financial viability of the Association
- Ensuring material & assets created or purchased by the company are retained and noted in an asset list, as well as managing the storage/inventory management of assets.
- Generation of reports and reviews of the processes and activities of the committee.

The **Marketing & Publicity Officer** will manage communications strategy and the public image of the Association, including (but not limited to):

- Manage the public image of the Association
- Maintenance of the online presence of the Association through social media and the website
- Engaging and managing publicity teams for each show
- Engaging in any other tasks assigned to general members of the associations committee
- Generation of reports and reviews of the processes and activities of the committee.

The **Events Officer** will coordinate and organise a program of events for the Association's membership, including (but not limited to):

- Managing the associations presence at public events
- Creating a program of events for the year addressing the needs of the membership
- Organising and executing activities in coordination with the Sponsorship Officer for fundraising.
- Engaging in any other tasks assigned to general members of the associations committee

The **Sponsorships & Fundraising Officer** will coordinate fundraising and sponsorship activities for the Association, through tasks including (but not limited to):

- Organising and executing activities in coordination with the Events Officer for fundraising.
- Researching ways of securing grants and donations
- Maintain and create sponsorship relationships
- Engaging in any other tasks assigned to general members of the associations committee

The **General Committee members** will engage in any other tasks assigned to general members of the associations committee, including:

- To assist in the decision making of the association's activities and endeavours
- To take an active interest and involvement in all the association's endeavours, helping with tasks including but not limited to: Ticketing, Public Appearances, etc.
- To perform any tasks deemed relevant by the committee, and/or delegated by the President within a reasonable timeframe.
- To assist the organization and creation of organization documentation, policy and procedure.