

25 September 2023

Dear Member

ANNUAL GENERAL MEETING 2023

AGM will be held at Southwick Community Centre's Glebe Room

Monday, 9th October 8pm

Light refreshments from 7.30pm

The formal business of the AGM (see *Agenda* overleaf) includes:

- Receiving reports on the past year's activities
- Receiving a set of accounts for last financial year
- Appointing an Independent Examiner for the current financial year
- Electing members to serve as officers and committee members (the managing trustees of the charity) for the year ahead.

Elections The following Officer posts and Committee posts need to be filled at the meeting:

1. Chairman
2. President
3. Vice-President
4. Hon. Secretary
5. Hon. Treasurer

and up to seven members of the Committee

Under our Constitution, new Committee members will be expected to take responsibility for a particular role in the running of the company, for one year. These roles proposed by the Committee include: 'Membership Secretary', 'Newsletter', 'Press & Publicity', 'Social Events', 'Technical Liaison', 'Theatre Co-ordinator', 'Workshop'.

Nominees are kindly asked to make clear on the nomination form which role they are interested in.

Please let me have any **nominations** in writing as soon as possible, using the enclosed form. For each nomination, we need the name of the person nominated, their proposer and seconder, *and* the signature of the nominated confirming that she or he wishes to serve.

At the Chairman's discretion, nominations may also be taken at the meeting itself, but the nomination paper must still be fully and properly completed before any vote.

Looking forward to seeing you at the meeting.

PETER JOYCE
Secretary, Wick Theatre Company



ANNUAL GENERAL MEETING

SOUTHWICK COMMUNITY CENTRE

Monday 9th October 2023

7.30 PM FOR 8 PM START

AGENDA

1. Attendance listing & Apologies for absence record
2. Minutes of the last AGM – 2022
3. Brief reports of the year's activities, 2022 - 2023
 - *President*
 - *Chairman*
 - *Theatre Co-ordinator*
 - *Membership Secretary*
4. Financial report and presentation of accounts for 2022 - 2023
 - *Treasurer*
- 4.1 Membership subscription – Full, Associate and Youth - confirmation
 - *Treasurer*
5. Elections for 2023 - 2024 posts:
 - Officers
 - *Chairman*
 - *President*
 - *Vice-President*
 - *Hon. Secretary*
 - *Hon. Treasurer*

 - Other members of the Committee
 - *up to 7 posts*
6. Appointment of Independent Examiner for 2023 - 2024
7. Any proposals formally submitted at least 7 days before the meeting
8. Any other business