

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the FORTY SECOND ANNUAL GENERAL MEETING of the Guild Theatre Limited will be held at the Theatre, Walz Street, Rockdale on **Monday 29th November 2021 at 7.30PM**

The meeting is called: -

1. To confirm the Minutes of the last Annual General Meeting.
2. To receive and consider the financial report, the Directors' reports and the Auditor's report in respect of the financial year ended 30th June 2021
3. To elect officers of the Committee for the ensuing 12 months.
4. To confirm the continuing appointment of Bradfield Partners the as Auditor of the Company
5. To attend to any other business on hand.

Note that all Committee positions have been declared vacant and that NOMINATIONS for these positions are required to be lodged with the Secretary no later than Monday 15th November, 2021. Refer Statement of Duties for Committee.

Any two FINANCIAL MEMBERS of the Guild shall be at liberty to nominate any other member to serve as an office bearer. The nomination shall be in WRITING and SIGNED BY THE MEMBER and his / her proposer and seconder. The Nomination Form on the website may be used for this purpose.

The PROXY FORM may be used for absentee voting. Note the procedure for submission of proxies. Late or otherwise non-conforming proxies will be declared INVALID.

These forms may be photocopied.

Dated this 18th day of October, 2021 by order of the Committee.

ANNE McMASTER Hon Sec.
The Guild Theatre
PO Box 672 (14 Bega Road), Jannali NSW 2226

STATEMENT OF DUTIES FOR COMMITTEE POSITIONS

THE PRESIDENT has the coordinating role within the Guild to ensure its smooth operation.

THE TREASURER has the responsibility for accounting functions as well as liaison on commercial matters with banks, auditors and governments.

THE SECRETARY oversees the formal office of Company Secretary and the general administrative functions including overseeing the taking of minutes of meetings, bookings, correspondence, "front-of-house" co-ordination, licensing.

THE ASSISTANT SECRETARY acts for and on behalf of the Secretary in booking and general administrative matters including the "front-of-house" roster, WHS briefing, ordering catering supplies and may assist with minute taking at meetings.

THE PUBLICITY OFFICER has the responsibility for all contact with the public including advertising, programmes, signs, press reports and promotions (various aspects of the publicity requirement to be coordinated through a sub-committee.)

THE THEATRE MANAGER oversees the general maintenance of the Theatre and liaises with Bayside Council on the maintenance of the Theatre.

THE LIAISON OFFICER maintains the flow of information between the members and the Committee, principally in the form of a monthly newsletter and co-ordinates through sub-committees, social events such as Members' night, Play Readings, Annual Dinner, Opening Night suppers, Christmas Party

THE ASSETS MANAGER has the responsibility for all areas of Costume and Properties including oversight of any onsite and offsite storage.

For Member information: **Non-Committee positions:**

Publicity Sub-Committee,
Wardrobe / Props Room Coordinator and
Wood room / Store facility Coordinator
Catering Sub-Committee
Play Reading Subcommittee,
Road Show Subcommittee

PROXIES and NOMINATION FORMS MUST BE RETURNED BY THE APPOINTED DATE TO:

The Secretary or by Email: secretary@guildtheatre.com.au

Guild Theatre Limited

PO Box 672 (14 Bega Road)

JANNALI NSW 2226

Nomination Form and Proxy Form may be photocopied if desired