



Lost Sheep Theatre - 2026 Annual General Meeting

Committee Nomination Form

INSTRUCTIONS FOR NOMINATIONS

If you would like to nominate for one of the four (4) office holders of the association (President, Vice-President, Treasurer, Secretary) or for a General Committee position, please complete this form prior to the Annual General Meeting (AGM). The application may be provided to a current Committee Member or emailed to lostsheeptheatre@gmail.com.

The AGM will be held on the 30th November at 2pm at the Bunbury Musical Comedy Group.

Please see the back of the page for descriptions of each role.

All Nominees must:

- Be a current financial member of the Lost Sheep Theatre company (*The Association*)
- Be nominated by a second person who is-
 - a) not a family member
 - b) also a financial member of *The Club*
- Be present at the AGM OR elect a Proxy and provide their details in writing to the Secretary
- Be at least eighteen (18) years of age

If there are no eligible Nominees for a position on the day of the AGM, the Chairperson may call for Nominees from the floor.

If you have any further questions, or would like a copy of *The Association's* Constitution please contact: lostsheeptheatre@gmail.com

Name of Nominee: _____

Position: _____

Phone Number: _____

Email Address: _____

Nominator: _____

Statement of Support: _____

(or contact details of nominator)

If you are unable to attend in person, please provide the contact details of your chosen Proxy.

Name of Proxy: _____

Phone Number: _____

Email Address: _____

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ALL Committee Members have the following responsibilities:

General Committee Member of an association must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise if that person-

- a) were an officer of the association in the association's circumstances; and
- b) occupied the office held by, and had the same responsibilities within the association as, the officer.

General Committee Member of an association must exercise his or her powers and discharge his or her duties-

- a) in good faith in the best interests of the Association; and
- b) for a proper purpose.

General Committee Member of an association must not improperly use his or her position to-

- a) gain an advantage for the officer or another person; or
- b) cause detriment to the Association.

A General Committee Member who obtains information through their position must not improperly use the information to-

- a) gain an advantage for the person or another person; or
- b) cause detriment to the Association.

The **Chairperson** has the following responsibilities:

- The chairperson oversees the overall running of the club in consultation with the committee.
- It is the duty of the *Chairperson* to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting;
- The Chairperson has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules

NOTE: The **Vice-Chairperson** supports the Chairperson in these responsibilities.

The **Secretary** has the following responsibilities:

- dealing with the Association's correspondence;
 - consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;
 - preparing the notices required for meetings and for the business to be conducted at meetings;
 - unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
 - maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
 - unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
 - ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
 - maintaining full and accurate minutes of committee meetings and general meetings;
 - carrying out any other duty given to the secretary under these rules or by the committee.
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The **Treasurer** has the following responsibilities:

- ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;
- ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
- ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
- if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;
- providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
- carrying out any other duty given to the treasurer under these rules or by the committee.