



## 2021 annual general meeting

### Business to be transacted

1. **Apologies:** Receive apologies for absence.
  2. **Minutes:** The secretary will move: That the minutes of the annual general meeting held on 26 July 2020, as presented to this meeting, be approved as a true record.
  3. **Business arising from the minutes:**
  4. **Reports:** Receive Management Committee reports:
    - (i) President's report;
    - (ii) Secretary's report;
    - (iii) Treasurer's report including the presentation of the balance sheet and statements of account for the preceding financial year;
    - (iv) Technical director's report;
    - (v) Chair of Productions' report;
    - (vi) Publicity officer's report;
    - (vii) Booking officer's report;
    - (viii) Wardrobe manager's report;
    - (ix) FOH manager's report;
    - (x) Librarian's report;
    - (xi) Social convener's report.
  5. **Audit report:** Receive the Auditor's report on the books and accounts for the preceding financial year.
  6. **Alliance Report:**
  7. **Election of Management Committee and Production Committee:**
    - (i) President;
    - (ii) Vice-President;
    - (iii) Honorary Secretary;
    - (iv) Assistant Secretary;
    - (v) Honorary Treasurer;
    - (vi) Assistant Treasurer;
    - (vii) Building Director;
    - (viii) Technical Director;
    - (ix) Chair of Productions;
    - (x) Publicity Director;
    - (xi) Booking Officer;
    - (xii) Wardrobe Manager;
    - (xiii) FOH Manager;
    - (xiv) Librarian;
    - (xv) Social Convener;
    - (xvi) Immediate Past-President (automatic upon election of a new President)
    - (xvii) Production Committee – six members.
  8. **Appoint an Auditor**
  9. **Appoint an Honorary Solicitor**
  10. **General Business on notice of motion**
- Closure