

Key Process Statement



Membership

Last Modified December 2017

Purpose

The purpose of membership within the Whyalla Players is to formalise an individual's association within the performing arts community, uniting members through a common vision and purpose.

Operational Procedure

Annual Membership

- Individuals/Families complete *Membership Application Form* and signed *Code of Conduct* and submit to Treasurer
- Treasurer to bring new applications and renewals to be minuted as correspondence in to next committee meeting
- Membership term is 1st February- 31st January each year
- Treasurer to send renewal notices to present membership by January
- All members of productions must have a valid membership for the year of production
- Committee to keep records of all suspensions or expulsions with supporting documentation

Life Membership

- Any member can nominate another for life membership
- Nominees must have been a member of the Whyalla Players for no less than ten years
- Nominators complete Life Membership Nomination Form and submit to committee
- Nominations minuted at committee meeting
- Nominations researched by committee members if required
- Successful nominations announced at Annual General Meeting

Roles and Responsibilities

<i>President</i>	<i>Treasurer</i>	<i>Secretary</i>	<i>Producers</i>	<i>Committee Members</i>	<i>Members</i>
<ul style="list-style-type: none">▪ Oversee the key process and its review▪ Present Life Membership at Annual General Meeting on behalf of association	<ul style="list-style-type: none">▪ Collect all membership applications and bring to committee▪ Process and record all membership payments▪ Send renewal notices to current members	<ul style="list-style-type: none">▪ Minute all membership applications and renewals as presented in committee meetings▪ Minute all Life Membership nominations	<ul style="list-style-type: none">▪ Ensure all members of production have current memberships	<ul style="list-style-type: none">▪ Bring all Life Membership Forms to next committee meeting	<ul style="list-style-type: none">▪ Complete relevant membership forms and submit to treasurer▪ Ensure membership is kept up to date▪ Complete Life Membership Nomination Form and submit to committee member