

Policy: Appointment to Life Membership



Approved by:	Management Board	Date approved:	/ /2022	Next review:	/ /25
Document No:	7POL01	Version No:	1.0		
Supporting documents					

Definition

The appointment of Members to the position of Life Member has been a long-standing practice over many years. The title has been bestowed on individuals that have shown significant dedication to the Group over a long period of time that has made an impact on the culture and long term viability of the Group.

Appointment to Life Membership is recognition of an outstanding contribution to the Arcadians Theatre Group and reserved for exceptional service and should not be regarded as an automatic reward.

Recognition for Service

The Arcadians Theatre Group Management Board is responsible for the administration and management of the process to appoint a person to the position to Life Member. The process of nominating and appointing a member to the position is detailed in the process paragraph below.

An outstanding contribution to the Arcadians would incorporate many of the following criteria:

- Results in the Arcadians Theatre Group being substantially, demonstrably and positively changed by that contribution
- Occurs over a significant period of time (at least 10 years)
- Demonstrated substantial and commendable personal input
- Can be clearly documented and corroborated
- A particular positive contribution can be directly attributed to this person
- The direction of an aspect of the Group's activities has been substantially changed as a result of the efforts of this person
- The comradery of the Group is enhanced as a result of this person's involvement
- Many aspects of the Group's activities has been impacted by the member over a number of years, e.g. Committee/Board membership, Production Team leadership, Cast/performance activities, other contributions not limited to a formal position.

Processes

1. Nomination to proceed to membership vote

Policy: Appointment to Life Membership



In order for a person to be promoted to the membership as a worthy nomination to be elected to the position of Life Member, the following processes should take place.

- 1.1 Nomination can be made either from the Board, current Life Members or general membership or a combination of all three.
- 1.2 A Nomination must be endorsed by at least three financial ordinary members in the year of nomination and a further three nominators consisting of a combination of Board Members and Life Members; making six nominators in total.
- 1.3 A nomination must be in writing with evidence or examples provided addressing the criteria above and reasoning why the nominators believe that criteria has been achieved
- 1.4 The written submission is received by the Secretary at least three months prior to the Annual General Meeting of the Group, currently occurring in March each year.
- 1.5 The Board in its complete discretion can decide if Life Membership appointments are to be recommended to the membership for consideration in any financial year.
- 1.6 The total number of Life Members should be capped at 10% of the total financial membership in any one year. This calculation will determine if there are available vacancies in the Life Member body.
- 1.7 The Board at its final meeting prior to the Annual General Meeting will determine if there is sufficient evidence presented in the nomination to warrant putting to the membership at the Annual General Meeting.
- 1.8 In order to provide some objective measurement of contribution to the Group, each of the above criteria shall be allocated 20%. Discussion by the Board will determine what percentage will be allocated to each candidate for each criterion. After the discussion, a total of at least 100% must be achieved in order for the Board to promote the candidate to the General Membership for consideration.

2. Election Process

The election of a person or persons to the position of Life member will take place at the Annual General meeting.

- 2.1 Each financial or Life member arriving at the meeting place for the Annual General Meeting shall be handed a ballot paper with the description of the attributes for each candidate and boxes marked "Accept" and "Reject" for each.
- 2.2 Each of the candidates will receive a ballot paper with only the details of the other candidate disclosed.
- 2.3 All completed ballot papers will be collected by an appointed Board member or Life Member who will collate the result and deliver to the President as soon as possible at the commencement of the meeting.
- 2.4 A member is made Life Member if they have unanimous support of the Board of Directors and at least 75% of the members voting at the Annual General Meeting.
- 2.5 The President at an appropriate time will announce the elected persons highlighting the reasons for their selection.

Policy: Appointment to Life Membership



3. Benefits bestowed on a Life Member.

Being elected as a Life Member of the Arcadians Theatre Group is an honour that is afforded for outstanding contribution to the development of the Group.

The following benefits are awarded as part of this acknowledgement.

- 3.1 The Life Member no longer pays annual membership fees.
- 3.2 The Life Member Has full privileges of the Group that is afforded to a fully Financial Member.
- 3.3 The Life Member will receive full benefit of Insurance Cover under the Arcadians Theatre Group Insurance Policies.
- 3.4 The Life Member may be requested to join in Board Meetings or other gatherings where their input may be valuable in determining future direction of the Group.
- 3.5 The Life Member is entitled to two full priced tickets to any event staged by the Arcadians Theatre Group or its subsidiary Group's at the Miner's Lamp Theatre in perpetuity dependent on availability of seating at the time of their booking.
- 3.6 A Life Member's only function should be held each year in order to maintain the fellowship of the members; the Board to determine the form in which this function will take.

Version	Date Approved	Approved By	Brief Description
1.0	/2022	Management Board	Creation of original document
		Management Board	Review