



**Notice of Annual General Meeting
and
Committee Nomination Form**

**2011 Management Committee : Pine Rivers Musical Association
Incorporated.**

Post to: PRIMA Secretary
PO Box 3108
WARNER QLD 4500

The Pine Rivers Musical Association Inc. Annual General Meeting will be held at 7.30pm on TUESDAY 8 FEBRUARY, 2010 – 750 Gympie Road, Lawnton.

Nominations for committee positions should be with the Secretary before 25 January 2011.

All members of the Committee must be financial members of PRIMA.

All nominations must be seconded and signed by the proposer, the seconder and the person nominated.

Position	Nominated Person
President	
Vice-President	
Secretary	
Treasurer	
Committee Member	

Name of nominator _____ Signature _____

Name of seconder _____ Signature _____

I accept the nomination Signed _____

NO NOMINATIONS WILL BE ACCEPTED FROM THE FLOOR OF THE MEETING

PRIMA Committee positions:

All Committee positions are declared vacant at the Annual General Meeting and any financial member of Pine Rivers Musical Association Inc. is eligible to nominate for a position, providing they have been a paid member for twelve (12) months prior to the AGM.

Committee meetings are held on the Second Monday of the month and Committee members are expected to attend.

PRIMA members are also encouraged to volunteer for any of the non-Committee positions that need to be filled from time to time.

A short description of each Committee position is set out below.

COMMITTEE ROLES

President

Chair monthly Committee meetings and other meetings; represent PRIMA Inc. publicly; generally oversight the business of the society; allocate roles.

Vice-President

In the absence of the President, temporarily carry out the duties of the position; arrange evening meeting program; support President in general business of the society.

Previous Past President

Honorary position for previous past president to remain on Committee for continuity/guidance should it be required

Secretary

Take minutes at committee meetings, attend to all correspondence and maintain records; membership register.

Treasurer

Manage finances and maintain financial Records; provide financial statements.

Committee Members x 4

Assist with the organisation of extra activities throughout the business of the society; extra activities, manage and co-ordinate one-off projects.

OTHER ROLES (usually filled by Committee Members, however other society members may be called on from time to time to fulfil jobs:

Grants & Business

Seek and manage grants for the business of the Society; maintain business plan

Publicity & Marketing

Organise advertising and marketing program for productions; programmes; ticket sales; Marketing Plan; seek and liaise with sponsors/supporters. Organise public events for the Society.

Newsletter

Produce four issues annually of *PRIMA's Rhythm and News* for publication.

Web Master

Management of the PRIMA website with up-to-date information, on a regular basis throughout the year.

Technical Manager

Controls the technical side of the society; Sound/lighting, manages asset register; responsible for the technical operations of the PRIMA productions.

Headquarters Co-ordinator

Maintains the PRIMA headquarters; cleaning; organisation etc.

Show Selection

A Show Selection Committee is nominated to manage the upcoming shows of the Society