

## Life Membership Guidelines

In 2020, Bendigo Theatre Company Committee of Management approved a process for nominating and granting Life Memberships. This involves a process whereby two BTC members may nominate another person for Life Membership. This application is then assessed by the BTC Committee of Management against the criteria set out in this document, discussing the extent to which the nominee has made an outstanding contribution to the company. If successful, the nominee will be awarded Life Membership at the next General Meeting of the Association.

### Points of Note:

- A maximum of two Life Memberships may be awarded each year; however, Life Memberships need not be awarded each year.
- This award exists to recognise the valuable contribution to the past, current, and future existence of BTC. It is therefore only to be awarded under exceptional circumstances. In consideration of a Life Membership application, the nominated individual must have demonstrated significant, sustained, and high-quality service enhancing the reputation and future of the company.
- Being inducted as a Life Member means becoming a 'role model' to younger and/or newer members; this means the nominee must possess a number of positive attributes and skills, that they be considered as such.
- Eligibility is not solely based on how many years a person has been a member of BTC, rather, what they have contributed in that time.
- Life Membership may be awarded to an individual for a nominated period of service with a mix of associate/full membership.

### Process for Nominating and Granting Life Membership:

1. The approved nomination form shall be available, at all times, on the company website.
2. The two nominators (both members of BTC) must complete the form, providing a written submission addressing how the nominee measures up against the Life Membership criteria.
3. Best effort must be made to ensure that nominations are kept confidential to all, including the person being nominated.
4. The completed form must be provided to the BTC Secretary and/or President.

5. The BTC Secretary and/or President will table the nomination at the next Committee meeting (in the case that the nominee is a member of the Committee, a separate meeting will be called without them present) to discuss the nomination and decide whether or not Life Membership will be awarded.
6. If the sitting Committee of Management need clarification or confirmation of years of service, they may discuss the application with other BTC Life Members.
7. Life Memberships may be presented at either an Annual General Meeting or a Special General Meeting (whichever the sitting Committee of Management deem most appropriate).
8. Life Members will be presented with both a Life Member Badge and Certificate.
9. Henceforth, the Life Member will receive two complimentary tickets to BTC's major productions.

**Criteria for the Assessment of Life Membership Nominations:**

1. Ordinarily, the Committee of Management will reserve the honour of Life Membership for individuals who have been active members (full or associate) of BTC for 12 or more years (not necessarily consecutive), however, under extraordinary circumstances, the committee may award Life Membership for a shorter period of significant service.
2. The conduct of the nominee has, at all times, adhered to BTC's Code of Conduct and indicates a strong dedication to the company's values.
3. The nominee has, at all times, demonstrated their commitment to positive promotion of BTC, helping to further the company's aims, objectives, and vision.
4. The nominee has demonstrated outstanding service to BTC in the area of production.
5. The nominee has demonstrated outstanding commitment to the development of BTC, its assets, and its members.
6. The nominee has demonstrated strong and positive leadership and/or teamwork skills in their service of BTC.
7. The nominee has made significant contributions while holding positions on the BTC Committee of Management, on BTC Subcommittees, on Production Teams, or in other areas of company administration (bearing in mind that merely holding these positions does not of its own mean a person has made significant contributions).
8. The nominee has, for a sustained period, participated in company activities to a greater extent than the average member.

Policy Number	8	Version	1
Drafted by	A Watson	Approved by BTC COM	2020 08 10
Responsible person	A Watson	Scheduled review date	5 years - 2025 08 10