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### AGM

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TEG holds its Annual General Meeting each year to coincide with the Marketplace, so that more members are able to attend and contribute. The AGM is the best place for the membership to check what the Executive Committee has been doing on its behalf, and members are encouraged to comment, or ask the Committee questions. Non-members attending the Marketplace are welcome to attend, but only members can vote on the resolutions. If you are unable to attend you can send apologies to the current Secretary. All apologies for absence are presented by the Secretary at the start of the meeting.

Members can download agendas, minutes, reports and accounts from the TEG website.

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### ELECTION OF EXECUTIVE COMMITTEE, NOMINATIONS & RESPONSIBILITIES

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All TEG members are eligible to join the Committee. Normally this is the member of staff registered on the TEG website in any institution that has paid its annual subscription. However, this registered member might nominate a colleague from the same institution who has skills that the Committee needs. Using the list of members on the website, a TEG member can also nominate another member from a different organisation.

Executive Committee members are elected by the membership from its ranks through an annual ballot, which from 2016 will take place at the Annual General Meeting.

We are currently seeking nominations for our Executive Committee. Please see details below. The Committee is always pleased to hear from anyone who wishes to contribute to TEG's work.

### Nominations

*To nominate yourself, log-in at the TEG website and click on My account at the top right hand of the screen. From the menu on the left hand side select Nomination Form and complete the details. All nominees are asked to provide a statement of 100-150 words, to help inform members when they are casting their votes. This statement should outline your present position, give a short biography and propose what you hope to contribute to TEG's work.*

*Towards the bottom of your profile form, you will find a box which asks "Are you willing to stand for the Executive Committee?". If you select 'Yes', your name will be entered into the ballot at the AGM. If you wish to run for a particular position on the Committee (e.g. Ordinary Member, Events Officer or Treasurer), please also insert this in the box provided.*

To nominate someone else, please consult the current list of members on the website, and contact the people you wish to nominate directly. Ideally they should then edit their own member profile as described in the previous paragraph. The intention of this voting procedure is to be as democratic and transparent as possible, so please do not hesitate to contact us if you have any queries or comments.

### Roles and responsibilities of the Executive Committee

The Committee depends on a regular turnover in its membership, to give it the capacity and energy to carry out its work, and to ensure a flow of fresh ideas and new perspectives keep policies and activities under the spotlight.

Joining the Executive Committee is challenging and rewarding. You will be asked to attend four meetings a year where issues affecting TEG are discussed and decisions made. So that you are prepared for the meetings, we will forward reports and financial accounts to you by email (and you will be expected to have read them before the meeting).

Being on the TEG Committee will enable you to develop a better understanding of how TEG works, learn new skills, take on responsibilities outside of your normal job and place yourself at the centre of a network of like-minded colleagues.

Membership of the Executive Committee assumes an initial commitment of up to five days a year, to attend its quarterly meetings and the Annual General Meeting. Not everyone can attend every meeting, but members are expected to attend at least two out of every four meetings. For further details, please refer to the [Constitution](#).

Initially you are elected as an 'Ordinary' member, but before the end of the third year on the Committee you will usually assume duties and responsibilities, which might be the formal positions specified by the Constitution (e.g. Chair, Secretary, Treasurer) or might involve managing tasks defined by the Committee.

Because TEG's contractors have only limited capacity, all Committee members must be prepared to take on tasks, which might involve more specific work in one area. The time involved in each of these tasks will vary, but should not be more than five days a year.

Meetings are usually held in the third or fourth weeks of April, July, October and January, so that the Committee can compare actual performance against budget for each financial quarter. Meeting locations usually rotate between venues across the country with every other meeting taking place in London. We may schedule a meeting based on a particular aspect of work, planning for a Marketplace, or an offer from a member to host our meeting.

Members in employment can claim half of their fares, if the distance between their starting point and the venue for the meeting is more than 200 miles.

## Expenses

The following guidelines cover the reimbursement of expenses and - in certain cases - payment for time that elected members of the Committee incur on TEG's behalf. They bear in mind limitations placed on such reimbursements by the Constitution and by TEG's financial situation.

- Committee members who are working freelance can claim travelling expenses for normal activities funded from subscriptions, e.g. quarterly meetings of the Executive Committee, and attendance at TEG events (e.g. a Marketplace) where the member is representing TEG.

- For normal activities (as above, where the member is representing TEG rather than their employer), Committee Members in full-time employment can claim half their travelling costs where the one-way journey is over 200 miles or 4 hours' travelling time to the meeting. Claims are subject to agreement by the Chair or Vice Chair in advance, up to a maximum of £300 per member per year.

(The principle here is to alleviate the financial burden that members, e.g. from Scotland or Northern Ireland, face in attending meetings at the other extreme of the British Isles. As far as possible, members should share the visit with other business, so that costs can be shared and/or obtain supplementary funding from the appropriate arts or museums council. Only in exceptional circumstances will expenses be reimbursed for shorter journeys than 200 miles, whose costs should normally be covered by the employing institution, for benefits it receives from direct involvement in TEG and as part of its commitment to professional development. Exceptional expenditure must be agreed by the Chair or Vice Chair in advance.)

Members contracted to carry out work for TEG over a period of six months or more must stand down from membership of the Committee, and would then claim travelling and other expenses as specified in their contracts. However, for occasional, time-specific events, which are funded from external sources and where the budget for an activity includes an allocation for time and expenses, all members are eligible to claim time as well as expenses. The assumption here is that a time-limited project may require employed members to take time off work, and freelance members would equally lose capacity to earn income from other sources.

Freelance members who are requested to undertake a task where its budget includes an allocation for time and expenses can claim for both. The assumptions here are (a) that a time-limited project will require a commitment of time in excess of the Committee's normal work, and (b) that standing down from the Committee would not be justified for a project of short duration. A financial ceiling should be agreed in advance with the Chair and Treasurer.

Committee members should bear in mind that that TEG is a small organisation with limited funds. Whilst TEG should not ask members to subsidise it, they should consider all alternative options before submitting a claim.

Committee members should consult the Administrator in advance of making a claim to make sure that it is valid, that there is sufficient funding available and that the Chair and Treasurer will approve the expenditure.

Claims for expenses should specify the amount claimed and attach the relevant tickets, receipts, etc.

Members who wish to claim for travel by car should base their claim on the equivalent of a standard class rail fare.

Claims for time should list the dates and specify the number of days devoted to TEG, claiming at a rate of £12 per hour up to £130 a day.

Claims should be sent to the Administrator, who will forward them for approval by the Chair and Treasurer. Payment will be made by direct transfer, so a sort code, account number and account name must be supplied.