

AUSTRALIAN ALPACA ASSOCIATION LIMITED

EVENTS POLICY

Statement of Purpose

The general purpose of the Events Policy is to:

- Ensure regions conduct events in accordance with procedures and policies, as determined by the Board of the Australian Alpaca Association Ltd (AAA) from time to time, are adhered to.
- Ensure a successful outcome of all events being held by providing guidance for Regional committees and event facilitators.

Philosophy

The Board recognises its responsibility to ensure the Regions, when presenting an event, do so in a manner which not only adopts 'best practise' but is for the benefit of the members of AAA Ltd and the industry at large.

Events Policy

- All requests to hold events must be submitted to the Regional committee for approval
- Submissions for an event to be considered for inclusion in the Regions events calendar, must include but are not limited to the following information:
 - Details of the proposed event
 - Proposed date and time of the event
 - Alternative date and time if available
 - Location of the event
 - Proposed correspondence to be circulated to the Region's members
 - Proposed budget
- Events should be open to all members to participate
- Once all relevant information is received by the committee, the committee must hold a vote at the next available Regional committee meeting
- After consideration by the committee of the proposed event the committee must advise the facilitator of the committee's decision
- On approval of an event the Regional Secretary must notify National office of the details of the event for inclusion in the 'Calendar of Events'
- On approval of an event the Regional Secretary must include details of the event on the regions 'Calendar of Events'
- All members displaying animals at an event should hold 'public liability'
- All monies received must be banked within 7 days of receipt by the Treasurer or persons nominated by the Treasurer
- All monies received must be receipted by either the Treasurer or persons nominated by the Treasurer



- Under no circumstance should money received be banked net of expenses
- Invoices for expenses must be submitted to the Treasurer for payment
- Claims for reimbursement of expenses must be submitted to the Treasurer on the appropriate form, along with supporting documentation
- Marketing material promoting AAA and the Alpaca industry to be made available at all times to the public
- On conclusion of the event the facilitator must present to the committee a report detailing income received and expenses incurred against the submitted budget.

Policy

The Events policy is to take affect from 1 August 2014.

Policy Review

This policy will be reviewed every three years by the Board.