

AAPO Policy No. 03

Conference Sub Committee

12 May 2011

1. Purpose:

The purpose of this Guideline is to set out the specific roles and responsibilities of the AAPO Conference sub Committee. It also sets out the relationship between the Conference sub committee and the general committee.

2. Definition:

'Policy' - Policy or set of rules adopted by AAPO Committee at a general committee meeting (minuted)

'AAPO Conference sub committee Chair' = person appointed by general committee to head the Conference Planning sub committee.

'AAPO Conference sub committee' – team chosen by Conference sub committee Chair to organise the upcoming years' Conference.

3. Background:

- It was voted in the general committee meeting, February 2011 that a separate Policy be written for AAPO Conference sub committee.
- This sub committee has a major & significant impact on AAPO's public face, professional standing, credibility and budget and therefore it was deemed necessary to create a dedicated Policy.

4. Decision Making

- In the event of "opposing decisions" within the subcommittee the Conference Subcommittee Chair will have the final decision.

- Where decisions cannot be reached within the Committee, the issue will be taken to the general committee for a decision to be made.

5. Financial Delegations

- The Conference sub committee will provide the general committee with a budget. General committee will vote on accepting the budget. Once the Budget has been approved, any financial decisions above/outside of the budget will need to be approved by the general committee.

6. Reporting responsibilities:

- The Chair of the Conference sub committee will present a regular report on conference organising activities every month at the general committee meetings.
- The report will be provided in writing prior to each meeting
- If the Chair is a member of the general committee they will attend whole meeting.
- If Chair is not a member of general committee they will attend only to present report & answer queries from General Committee
- Where the Chair cannot attend they will send a replacement from the conference sub committee to report to the meeting.
- Conference Report will be a standard Agenda item on General committee meeting agenda

7. Volunteer form:

- Each member of the Conference Planning Sub committee is required to submit a signed Volunteer Agreement to AAPO prior to commencement of any volunteer duties.
- Copies of signed forms will be held by AAPO Secretary

8. Insurance:

- Each person on the Conference Planning sub committee is liable for their own insurance during the planning stages.

- The Conference sub committee will research the best insurance for the event
- The event is to be insured for Public Liability for no less than \$5 million. The insurance is to be put in place no later than 21 days prior to the event.

9. Location & Date:

- The Conference location & date will be decided by the general Committee prior to the present year conference.
- This location & date will be voted on and agreed prior to the last general committee meeting prior to current years conference.
- The location & date of the next years Conference will be announced at the closing of the current years conference.
- Social Media Officer will also announce location & date through AAPO social media channels
- An announcement will also go out in the next Newsletter immediately following conference
- AAPO website will be updated to reflect location and date of next Conference within 2 months of current years conference

10. Rescheduling:

Once the Conference date & location have been set there are VERY limited circumstances where they may be changed. The Conference sub committee may recommend changes to the AAPO Committee in the following circumstances:

1. Natural disaster in Conference location
2. Any other extreme & unforeseeable circumstances where the Conference sub committee deem rescheduling to be necessary.

The final decision is at the discretion of the AAPO general committee.

Further - In the event of a natural disaster at the Conference location, the Conference may be relocated to another location and/or venue and/or another time.

11. Refunds

To remain in line with the AAPO policy of refunds, no Conference fee will be refunded. The AAPO general Committee may at any stage make exceptions to this policy if minuted at a Committee meeting.

12. PR

The Conference Planning sub committee will liaise closely with PR sub committee to ensure adequate promotion of the conference to members, potential sponsors & general community members.

a section on Communication. It should state that all details of the conference will be clearly communicated to AAPO members, other industry associations, potential sponsors and any other interested parties. This communication should be in a timely manner. Eg. Early bird cutoff dates should be made clear and suitable reminders sent out.

The PR sub committee and the Conference sub committee are to create a marketing schedule together – a timeline of how the Conference will be promoted and when.

13. Post Conference

Handover, Follow Up

- The Conference sub committee will hand over to the next Conference sub committee within one month from the end of Conference.
- The Conference sub committee will liaise with PR sub committee in the 30 days following Conference to ensure Conference has been adequately reported on internationally as per the marketing schedule.
- A final report by the outgoing conference sub committee is to be presented to the general committee at the next committee meeting as per the template in Attachment 1

14. Disclaimer

AAPO takes no responsibility for any loss, damage or other hardship to property or life encountered by the Delegate. AAPO pays for basic travel insurance (see 7 above) but is in no way responsible for Delegates health, well being, safety or property whilst at/travelling to/from Conference.

15. Adoption of Policy

This Policy was adopted by the General Committee at the meeting dated _____ 2011.

From this date on it is AAPO Policy and will be subject to annual review, as all AAPO Policy.

Signature

Date