



# THE ORDER OF AUSTRALIA ASSOCIATION

## N1 NATIONAL CONFERENCE POLICY

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### Table of Revisions

No.	Date Approved	Comments	Next Review
1		Initial Policy	February 2026

## 1.0 INTRODUCTION

### 1.1 Overview

The Order of Australia Association (the Association) holds an annual conference each year, conditions permitting. The Conference provides an opportunity for fellowship among members, for the exploring of issues and for testing member views on the direction of the Association.

### 1.1 Purpose

The purpose for this Policy is to outline the procedures to be followed in planning the annual conference.

### 1.2 Applicability

This Policy applies to the Board and the Branch organising the Conference,

## 2 POLICY STATEMENT

The Board holds the conference and State Branches shall facilitate it on a rotational basis. The Branch shall nominate a Conference Director for appointment by the Board. Following that appointment, a Conference Planning Committee is to be formed.

In the event that a Branch is unable to hold a Conference when its rotation occurs then the next Branch in the rotation will undertake that role. The Branch unable to hold the Conference will indicate to the Board when it may be in a position to do so, and the Board will consider the possible date that they can be invited to hold a Conference.

The formal conference duration should not exceed three days. A Conference 'Welcome Centre' is to be established for the duration of the Conference. In the circumstances where a Branch expertise is insufficient then a case is to be made to the Executive Committee for approval to engage a paid Conference Planner.

The Conference is to include: the National annual general meeting, a National Board meeting, other meetings of Branches as required, a member's forum, Vice Regal receptions where possible and Oration or Forum. A Conference dinner on the Saturday night which will include the presentation of The Order of Australia Foundation scholarship awards is to be included. The Sunday morning should include a multi-faith service or wreath laying ceremony followed by a closing lunch and the opportunity for the next years scheduled Branch to promote their proposed program.

The accounting for the Conference will be maintained within the Branch accounts on the current commercial accounting package maintained for the Association. A separate Conference Bank Account will be opened by the Branch for the recording of all financial transactions and when all matters relative to the Conference are complete then the account shall be closed. Documents and statements should be filed within the commercial accounting package and be capable of being fully audited.

The Association Insurance Policy shall apply to the Conference and appropriate records kept of volunteers and incidents.

The Board and the Host Branch will enter into an Agreement to document the responsibilities of each party. A copy of the Agreement is included in the National Conference Procedures NP1.

Where sponsorship is sought the Board and the sponsor are required to agree and sign the Sponsorship Agreement. A copy of the Agreement is included in the NP1 National Conference Procedure.

### **3 RESPONSIBILITIES**

The organisational responsibilities of the parties involved in the management of the Conference are documented in the NP1 National Conference Procedures.

### **4 RELATED DOCUMENTS**

FI	Financial Management and Control Policy
FP1	Financial Internal Control Procedure
G5	Risk Management Policy
G7	Safety Health and Welfare Policy
GP7	Safety Health and Welfare Procedure
NP1	National Conference Procedure

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