



## AUSTRALIAN ALPACA ASSOCIATION LIMITED

### EVENTS POLICY

Policy number	Version	
Drafted by	Approved by Board	2019
Responsible person Chief Executive Officer	Scheduled review date	2022

#### Purpose

The 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.

#### Background

The Board recognises its responsibility to ensure the Regions, when presenting an event, do so in a manner which not only adopts 'best practice' but is for the benefit of the members of AAA 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 AAA 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 or convenor 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'
- Invoices for expenses must be submitted via the regional treasurer for payment



- Claims for reimbursement of expenses must be submitted to the regional treasurer on the appropriate form, along with supporting documentation
- On conclusion of the event the convenor must present to the committee a report detailing income received and expenses incurred against the submitted budget.

**Event Cancellation and Refunds (previously separate policy)**

Unless there are extenuating circumstances, AAA will not provide refunds.

If an event is cancelled by the AAA, refunds will be provided.

If an exhibitor withdraws from an event, they may cancel their registration without penalty up until 10 days prior to the event. Cancellations received less than 10 days before an event will incur a 30% administration fee (including GST if applicable). Cancellations received the day before, the day of, or after an event will not be eligible for a refund.

For other events, unless there are extenuating circumstances, AAA will not provide refunds. Subject to the reason(s) provided in writing, monies may be refunded. However any refund may be reduced where AAA is already obligated to pay for individual costs, (i.e. on a cost recovery basis for example for catering).