

## Executive Committee and Secretariat guidelines

<b>Policy Adopted</b>	November 2016, minor amendment March 2017
<b>Review date</b>	November 2018

### Purpose

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This document provides:

- background information about the composition and membership of the Executive Committee
- informal guidelines relating to Executive Committee member meeting attendance, travel expenses and reporting requirements
- roles and responsibilities of Office-bearers and the Secretariat.

### Composition and membership of the committee

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The Executive committee consists of five elected office-bearers (see Election of office-bearers policy), and a number of non-elected positions co-opted at the Executive Committee's discretion.

The office-bearers of the Executive committee are elected by the Board of Directors (Board). The Board is comprised of the Chapter Directors, who represent the institutional Chapter members of CAUTHE.

Co-opted members are invited by the Executive Committee to take on specific roles as required by the committee.

The Executive Committee advises the Board on matters regarding policy, and develops strategic plans and goals for CAUTHE. The Board delegates the power to control and manage the operational affairs of CAUTHE to the Executive committee.

Members of the Executive Committee must be current Associate or Student members of CAUTHE.

CAUTHE members who wish to join the Executive Committee should contact the Chair.

## Guidelines for Executive committee members

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### Meetings

#### *Annual General Meeting (AGM) and Mid-year meeting*

The Constitution requires that the Board/Executive Committee meet at least twice each year. Committee members are encouraged to attend both the Annual General Meeting (AGM) and the Mid-Year Meeting (MYM).

#### *General meetings*

Committee members are required to attend the general (teleconference) meetings of the Executive Committee. A member may designate a proxy if they are unable to attend a meeting.

If a member has been absent from three consecutive meetings without prior notice in a given year, then the Chair may request an explanation.

#### *Quorum*

Any seven (7) members of the Executive Committee will constitute a quorum for the transaction of the business of a meeting.

### Committee travel expenses

Funding is not generally available for the travel, accommodation or other expenses of committee members, to attend meetings or conferences. In special cases, in which institutional support is not forthcoming and when the presence of a member of the committee is essential to conduct the business at hand, the Chair may authorise reimbursement of reasonable expenses, at his or her discretion. Exceptional cases may warrant Executive Committee review, for possible funding.

### Reports

#### *Written*

Committee members are required to prepare a written committee report as required by the position twice a year and submit it to the Secretariat, for distribution prior to the AGM and MYM.

Reports should include a description, summary of achievements and/or outcomes, challenges and recommendations for future activities.

Committee reports are uploaded in the Members' only area of the website.

Templates are available for specific reports from the Secretariat.

#### *Oral*

Committee members are required to provide brief oral reports, as required by the role, at the general (teleconference) meetings.

## Office-bearer roles

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### Chair

- Provides leadership and direction to the Executive Committee and liaises with the Secretariat in the organisation's administration and activities to achieve the organisation's key strategic goals.
- Responsible for ensuring that the Board of Directors and Executive Committee fulfil their responsibilities for the governance and success of the organisation.
- Works to optimise the relationship between the Board of Directors, Executive Committee and members, and maintain key relationships both within and outside of CAUTHE.
- Generally the spokesperson for the organisation.

### First Vice-Chair

- Assists the Chair to fulfil his/her responsibilities for the governance and success of the organisation.
- Chair meetings of the Council in the absence of the Chair.
- The Vice-Chair role is commonly regarded as preparation for the next Chair.

### Second Vice-Chair

- Assists the Chair and Vice-Chair to fulfil their responsibilities for the governance and success of the organisation as required.
- Chair meetings of the Council in the absence of the Chair and the first Vice-Chair.

### Secretary

- Responsible for the communication of CAUTHE activities including preparation of the member newsletter, and other opportunities as they arise.
- The bulk of the administrative work of the Secretary role, including preparation and distribution of agendas, receiving and disseminating correspondence and managing the membership and records is carried out by the CAUTHE secretariat.

### Treasurer

- Responsible for the financial supervision of the organisation to allow the Executive Committee to provide good governance.
- Responsible for the preparation of annual and mid-year financial reports, planning for the organisation's financial future and monitoring the organisation's revenue and expenditure.
- It is desirable that the Treasurer possesses a level of financial expertise.

## Secretariat role and responsibilities

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The Secretariat is the primary position responsible for the organisation's administration, facilitation and coordination of activities.

Responsibilities include membership and financial management, communication, Executive Committee and conference liaison, governance and other duties as outlined CAUTHE Secretariat roles and responsibilities (Appendix 1).

## Appendix 1: CAUTHE Secretariat Roles and Responsibilities

	Frequency
<b>Membership management</b>	
Deal with general email correspondence	Weekly
Process memberships, update database, issue invoices (Chapters and overdue individual members), receipts and new member welcome letters	Weekly
Update listserv mailing list – add new members and remove non-members	As required
Distribute member correspondence to listserv	Weekly
Explore new avenues to increase membership and develop member benefits	Ongoing
<b>Communications</b>	
Maintain and update website information, news and events, images and member logos	Weekly
Update homepage image Chapters and Conference banner	Annually
Prepare and distribute CAUTHE newsletter (biannual)	Bi-annually
Liaise with website developer re issues and updates as required	Monthly
Social media: post news to Facebook, Linked In and Twitter	Monthly
Flickr: upload MYM and conference photos	Bi-annually
<b>Financial management</b>	
Schedule invoice payments for authorisation by Treasurer	Ongoing
Attend to other banking requirements including cheque deposits and term deposit renewal	As required
Send <i>PayPal</i> requests as required and manage funds transfers from <i>PayPal</i>	Ongoing
Provide Treasurer with financial information for preparation of mid-year and annual reports	Bi-annually
Organise change of bank signatories	Annually
Complete and lodge Department of Fair Trading Annual statement and fees	Annually
<b>Executive Committee liaison and governance</b>	
Liaise with Chair and Executive committee as required	Weekly
Executive teleconferences <ul style="list-style-type: none"> <li>• Prepare and distribute agenda, minutes and supporting documents</li> </ul>	Monthly
Mid-year meeting and associated workshops <ul style="list-style-type: none"> <li>• Prepare and coordinate distribution of papers and reports</li> <li>• Promote events</li> <li>• Organise catering, room bookings and other logistics</li> <li>• Take minutes and attend to follow-up items</li> </ul>	Annually
Annual General Meeting <ul style="list-style-type: none"> <li>• Prepare and coordinate distribution of papers and reports</li> <li>• Prepare election documentation</li> <li>• Take minutes and attend to follow-up items</li> </ul>	Annually
Chapter Director breakfast invitations and agenda	Annually

<b>Conference management</b>	
Update Conference Bid document and conference manual	As required
Liaise with Conference Organising committee including: <ul style="list-style-type: none"> <li>• Conference and PhD/ECR and MCA workshop promotion</li> <li>• Registration lists for membership claims</li> <li>• Programming requirements</li> <li>• Conference proceedings publication</li> </ul>	Monthly
Awards ceremony <ul style="list-style-type: none"> <li>• Provide Conference Organising committee with annual award criteria</li> <li>• Coordinate and prepare award certificates</li> </ul>	Annually
Special Interest Groups (SIG) <ul style="list-style-type: none"> <li>• Coordinate promotion, announcements and conference activities</li> </ul>	Annually
At the conference <ul style="list-style-type: none"> <li>• Staff the CAUTHE table</li> <li>• Photography – general</li> </ul>	Annually
Prepare host university thank you letters and student volunteer certificates	Annually
Provide historical conference information to incoming conference hosts	Annually
<b>Conference proceedings</b>	
Provide conference hosts with copyright information, ISBN and instructions re INFORMIT publication requirements	Annually
Send INFORMIT proceedings post-conference for online publication	Annually
Add website link to new conference publications on CAUTHE website	Annually
Process, print labels and burn disks for CDRoms ordered in online shop	Monthly
<b>Other</b>	
Special Interest Groups (SIG) <ul style="list-style-type: none"> <li>• Update SIG web pages and symposia guidelines</li> <li>• Coordinate and promote symposia</li> </ul>	Monthly
Fellows award <ul style="list-style-type: none"> <li>• Liaise with Fellows Chair to distribute call for nominations and prepare award(s)</li> </ul>	Annually
Kindred associations <ul style="list-style-type: none"> <li>• Coordinate relationships with ANZALS and SMAANZ</li> </ul>	Monthly
Journal of Hospitality Tourism and Marketing (JHTM) <ul style="list-style-type: none"> <li>• Liaise with Journal manager as required</li> <li>• Issue Editorial stipend invoice (annually)</li> </ul>	As required
PhD and ECR conference bursaries <ul style="list-style-type: none"> <li>• Coordinate, update and promote guidelines</li> <li>• Arrange conference registration and funds transfers to winners</li> <li>• Prepare award certificates</li> </ul>	Monthly
Prepare CAUTHE calendar	Annually