



Policy for Hosting Regional (Mini) Conferences

P.A.C.I.F.I.C.A Inc has a regional structure consisting of: Northern, Central and South Island. Once a year, each region holds a Mini Conference.

1. Purpose

Regional (Mini) Conferences provide a forum for PACIFICA Branch members to:

1. Celebrate and inspire PACIFICA sisterhood, unity and fellowship
2. Conduct the business of PACIFICA
 - receive Regional Vice President (RVP) and Branch reports
 - discuss, promote, debate, lobby and strategise issues of importance to Pacific women, families and communities
 - develop their knowledge of PACIFICA's organisational structure, policies, meeting procedures and members
 - provide direction to the RVP on regional priorities which may need to be taken to the National Executive, Council Meeting or the Annual General Meeting (AGM) of PACIFICA
 - discuss REMITS
 - receive and discuss nominations for Life Memberships and Service Awards
3. Provide an opportunity for professional/skills development activities

2. Hosting

The responsibility for hosting the Mini Conference should be rotated from Branch to Branch. Smaller Branches may combine with another Branch to share the responsibility.

The RVP chairs the Mini Conference. Each region shall determine/ appoint a minute taker for each Mini Conference. She will work with the hosting Branch to plan and execute the Mini Conference. Afterwards, the RVP has responsibility to collate and present the decisions of her region to the National Executive.

- Timing – Mini Conferences are usually held in a weekend between May – September each year. The host Branch(es) and RVP will work together to set an appropriate date, length and agenda.
- Notification of the event (its confirmed date and venue) and the call for registrations should be provided to Branches at least four weeks in advance to maximise attendance by the hosting Branch.

3. Mini Conference Format

All Mini Conference Agenda should include the following:

1. Opening and welcome
 2. The PACIFICA song
 3. Brief Introductions of the Branches present and receipt of apologies
 4. Minutes of the previous meetings
 5. Reports
 - RVP; National Executive
 - Branches (written reports submitted to the host Branch prior to the weekend of the Mini Conference)
 6. Discussion on any remits
 7. Nominations for Life Membership, Service Awards or Honorary Membership
 8. Presentation of Life Membership, Service Awards or Honorary Membership
 9. General Business
 - Regional events, activities, issues
 10. Confirmation of host for the next Mini Conference
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- Minutes – shall be taken of the official PACIFICA business part of the Mini Conference. The RVP/host Branch will designate a minute taker. The minutes should be approved and distributed within two weeks of the conclusion of the Mini Conference (this is the responsibility of the RVP).
 - The host Branch has the flexibility to add a theme to the Mini Conference and include additional content such as guest speaker(s), workshops, quizzes, dance classes, stalls etc.
 - Financials – the host Branch is responsible for managing the costs of the Mini Conference. No financial support is provided by the National Executive. The host Branch is able to charge a fee for attendees, but this should be kept to a minimum. This event is not to be used as a major fundraising opportunity.
 - Miscellaneous –
 - The host Branch will provide information about suitable nearby accommodation, parking, etc to Branches travelling from outside the locality
 - The RVP and hosting Branch should also endeavour to sell PACIFICA badges and Living Legends DVDs on the day of the conference.