



Policy for Hosting Annual General Meetings (AGM) and National Conferences

1. Purposes

In keeping with the Constitution of P.A.C.I.F.I.C.A Inc, **an AGM is held each year**. The practice of the organisation is to co-host a Conference during the time of the AGM. The purpose of the AGM is to receive key reports, recommendations and issues of the membership whether from a national, regional or individual interest. The agenda will include the following:

1. Roll of Members in Attendance (can be circulated)
2. Apologies
3. Observance of Silence
4. Minutes of the last AGM
5. Matters Arising from the Minutes
6. President's Report
7. Regional Vice Presents
8. Finance Report(s)
9. Project Reports
10. Representative Reports
11. Remits and Recommendations
12. General Matters
13. Confirm and award Life Memberships, Service Awards and Honorary Memberships.

The AGM is also a forum to discuss and decide on initiatives that further the objectives of the organisation.

All financial and life members of the organisation have the right to attend and participate in the AGM (which is a distinct right from attendance at the Conference).

The Conference is an opportunity for education, promotion and development on issues and skills that contribute to the objectives of the organisation. Conventionally, the National AGM/Conference is held over three days (a weekend), the AGM on the Saturday.

2. Hosting

When a Branch (Branches or Region) agrees to host an upcoming AGM they will submit a 'letter of offer' to the National Secretary (cc to their RVP) of their wish to host an AGM/National Conference. The letter must note the meeting (sighting a formal resolution) at which the offer to host was agreed to and the specific AGM year they wish to host.

Once the letter of offer is received it will be discussed by the National Executive Committee, and if the Executive agrees (considering capability, organisational issues etc) it will notify by letter its acceptance and announce the offer and agreement to host at the next regional or national gathering of the organisation (should be posted on the website). The letter of acceptance will invite the host(s) to submit a Conference Plan within 30 days. This plan will form the basis of discussion between the hosts and the Executive and will include a working:

theme; budget; conference venue; catering arrangements; accommodation options; workshops/activities; Exec and host invitation list.

- ***Responsibilities: in principle***

The AGM day (Saturday) is the responsibility of the Executive, the key contact person and organiser is the National Secretary. Until the business of the AGM is finished or declared closed, no other business should be planned for that day.

The Conference dinner (hosted on the first evening) is a partnership between the host and the Executive. There are 'national' protocols and observances that need to be considered e.g. guests, competitions and awards. (Note: costs associated with guests of the Executive will be paid for by the General Fund of the organisation. Guests of the host Branch(es) is the financial responsibility of the host).

- ***Theme***

The conference theme is the hosts choice and must link to the objectives of the organisation.

- ***Workshops/Activities***

Workshops (and activities) are led and planned by the hosts. As a matter of courtesy, the Executive (through the National Secretary) should be kept informed of these.

- ***Budget***

The Executive on behalf of P.A.C.I.F.I.C.A. Inc. requires that a Branch plans, develops an accurate budget (true costs), seeks funding (including fundraising) and sets a registration fee that reflects the above. A conference must be self-funding.

Funding sought from within the region of the host is the responsibility of the host. Funding sought from a national source or applied for under the name of P.A.C.I.F.I.C.A. Inc. must be approved by and applied for by the Executive.

- **Levies**

The host Branch is reminded that a levy of \$10 per person registered for the National Conference is required to be paid over to the General Fund of P.A.C.I.F.I.C.A. Inc., the levy should be added to the registration fee prior to release of Conference details.

3. Executive hosting

In the event that no offer to host an AGM/National Conference is received then the Executive shall host adopting the same guidelines above.