



Policy for Hosting Mini-Conferences

1. Policy Purpose

P.A.C.I.F.I.C.A Inc has a regional structure consisting of the Northern region, Central region, and Southern region. Once a year, each region holds a Mini-Conference. This policy sets out the requirements and guidelines for executing mini-conferences, especially for branches hosting mini-conferences. This policy is also to provide consistency in how mini-conferences are implemented and to ensure that PACIFICA Inc. is meeting its constitutional requirements.

2. Policy Scope

This policy applies to all branches registered with PACIFICA Inc., especially branches hosting mini-conferences

3. Purpose of Mini-Conferences

Regional Mini-Conferences are an important part of the PACIFICA calendar and provide a forum for PACIFICA Branch members to:

3.1 Celebrate and inspire PACIFICA sisterhood, unity and fellowship.

3.2 Conduct the business of PACIFICA:

3.2.1 receive Regional Vice President (RVP) and Branch reports

3.2.2 develop their knowledge of PACIFICA's organisational structure, policies, meeting procedures and members

3.2.3 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)

3.2.4 discuss REMITS

3.2.5 receive and discuss nominations for Life Memberships and Service Awards

3.2.6 discuss, promote, debate, lobby and strategise issues of importance to Pacific women, families and communities

3.3 Provide an opportunity for professional/skills development (PLD) activities.

4. Policy Statement

- 4.1 Mini-Conferences must be well organized, promoted and executed to enable PACIFICA business to be conducted regionally and so as to maximise attendance, enjoyment and collaboration of branches/attendees. Mini-conferences to be open to non-members to attend.**
- 4.2 Mini-Conferences must be held on a Saturday between May – August (inclusive) each year. The responsibility for hosting the Mini-Conference is rotated from Branch to Branch. Two branches may combine to share the responsibility of hosting a Mini-Conference.**
- 4.3 The Regional Vice-President (RVP) shall have overall oversight of the Mini-Conference and work with the host Branch to jointly plan and execute the Mini Conference (including setting the date, length and programme/agenda). The RVP shall chair the formal meeting of the Mini-Conference.**
- 4.4 Host Branch responsibilities:**
- 4.4.1 Organise (and pay for) the venue, catering, printed agenda papers, materials, and other aspects associated with executing the Mini-Conference.**
 - 4.4.2 Devise the information about, and registration form for, the Mini-Conference, and distribute these to all regional branches in conjunction with the RVP. This includes providing information about suitable nearby accommodation, parking, etc for Branches travelling from outside the locality.**
 - 4.4.3 Provide a minute-taker to take minutes.**
 - 4.4.4 Financially – the host Branch shall be responsible for meeting the costs of the Mini Conference. The host Branch may charge a fee for attendees, and this should be kept to a minimum (to cover costs). The event shall not be used as a fundraising opportunity. The National Executive may provide some funding to help cover costs but this is not guaranteed.**
 - 4.4.5 The host Branch may add a theme to the Mini-Conference and include additional content such as guest speaker(s), workshops, quizzes, classes, stalls etc.**
 - 4.4.6 PACIFICA Badges to be sold on the day (in conjunction with RVP).**
- 4.5 Format/Agenda: All Mini-Conference Agendas should include the following:**
- 4.5.1 Opening and welcome**
 - 4.5.2 Brief Introductions of the Branches present and receipt of apologies**
 - 4.5.3 Approve the Minutes of the previous Mini-Conference**
 - 4.5.4 A moment of silence to remember members who have passed in the previous year.**
 - 4.5.5 The PACIFICA song**
 - 4.5.6 Reports of the RVP and of Branches**
 - 4.5.7 Discussion on any remits**
 - 4.5.8 Nominations for Life Membership, Service Awards or Honorary Membership**
 - 4.5.9 (If appropriate) Presentation of Life Membership, Service Awards or Honorary Membership**
 - 4.5.10 General Business**
 - 4.5.11 Regional events, activities, issues**
 - 4.5.12 Confirmation of host for the next Mini-Conference.**

Branch reports/remits/nominations shall be submitted four weeks before the Mini-Conference, and distributed to branches at least one week before the Mini-Conference.

After the Mini Conference is held, the RVP has responsibility to collate and present the remits/decisions of the region to the National Executive.

4.6 Minutes – shall be taken of the official PACIFICA business part of the Mini-Conference. The process to finalise minutes to be as follows:

4.6.1 Minute-taker to send draft minutes to the RVP within two (2) weeks of the Mini-Conference.

4.6.2 RVP to finalise and then distribute the draft minutes to branches for feedback/corrections within three (3) weeks of the Mini-Conference.

4.6.3 Branches to provide feedback/corrections within five (5) weeks of the Mini-Conference.

4.6.4 RVP to incorporate feedback/corrections and distribute FINAL Draft minutes to branches and the National Executive within eight (8) weeks of the Mini-Conference.

4.6.5 Formal approval of those draft minutes to be given at the next year’s Mini-Conference.

5. Audience(s)

Branches and National Executive

6. Non-compliance

Failure to comply with this policy may result in:

- Branches being censured/disciplined by the National Executive,
- bringing your branch and PACIFICA into disrepute,
- potential legal suit, or
- de-registration as an incorporated society and/or as a registered charity.

Date Created:	March 2014	Effective Date:	February 2024
Review Term:	Every 2 years	Next review date:	February 2026
Policy author/team:	Mele Wendt, Regional VP	Consultation & authorization:	<ol style="list-style-type: none"> 1. Approved by National Executive in 2014. 2. Reviewed and updated by National Executive in 2023. 3. For approval at AGM February 2024.
Policy Tracker number:	PO27		