

# WMAA SEMINAR PROCEDURES

## Preamble

The WMAA, through its Branches, Divisions and various state Working Groups, runs a range of events for members in the form of short seminars.

## Purpose

The purpose of this procedure is to ensure that the Association meets its financial and legal obligations as a not-for-profit organization as well as its obligation to responsibly and equitably manage member funds. This procedure defines the services provided by the WMAA National Office staff and defines the responsibility of voluntary members and Association committees who manage approved events on behalf of the Association.

## Definitions

Association	The Waste Management Association of Australia Limited
Member	A financial member of the Waste Management Association of Australia
Special Interest Committee	A group of members who meet regularly, often with a common interest, that have registered with National Office as a Working Group, National Division or State Branch of the Association
Approved event	An event initiated by a member or employee of the Association and formally supported (minuted) by a recognized WMAA Working group, National Division or State Branch
National Office	The administrative headquarters of the Association located at Suite 4D, 5 Belmore Street, Burwood NSW 2134
Events Management System	The membership and event database and associated procedures located at the National Office
Event Organiser	The member assigned to manage the Approved Event
Event Manager	The WMAA staff person assigned to manage the Approved Event
Attendees	Members and non-members of the Association who wish to participate in an Approved event
National Account	The Association bank account at Commonwealth Bank, BSB: 062 140 Account: 1003 9105
WMAA	The Waste Management Association of Australia Limited ABN 78 071 897 848

## Establishing the Event.

1. An event must be approved and minuted by the Working Group, National Division or State Branch.
2. The Committee must assign responsibility to one person to be responsible for the delivery of the event. "the *Event Organiser*".
3. The *Event Organiser* must advise National Office (see contact list at the end of this document) of the details of the approved event, including at a minimum date, time, location and pricing no later than four weeks prior to the event. An *Event Brief* template is provided to collate all of the information required to advertise and run the event.

4. If the *Event Organiser* does not have the resources to identify an appropriate venue National Office can provide this service.
5. Any contracts between suppliers (eg venues) and the WMAA **must** be forwarded to National Office to be signed. *Volunteer members are not authorised under the WMAA Constitution to sign any agreements on behalf of the Association.*
6. The *Event Manager*, when advised of details, will set up the events management system and administer the registration and payment system.
7. An email notification/invitation will be created by National Office, sent to the *Event Organiser* for approval and be distributed to the appropriate databases held at National Office. Should other databases be required for certain events these details should be forwarded to the *Event Manager* by the *Event Organiser*.
8. All notifications of Approved Events must at a minimum, be distributed via National Office to the official databases and these notifications, plus any additional notifications sent by the Working Group, Division or Branch directly must advise members to contact National Office to register by phone, fax or to register online.

### Event Budget

1. The *Event Organiser* should ensure that a budget is developed, using the [WMAA Event Budget Template](#) (National Office staff can assist if required). The Event Budget must be approved by either the WMAA *Business Manager* or *Manager – Member Services* prior to the event being advertised.
2. Items to consider when preparing your event budget are:
  - a. Are there any reimbursements to be paid to speakers? E.g. airfares, accommodation etc. Confirm in writing with the speaker the actual amount and items that have been agreed to and attach a copy to your Event Brief.
  - b. Identify the venue hire, catering (allow for any minimum numbers) and audio visual costs
  - c. Identify and approach possible sponsors, a template sponsorship agreement is available from the Event Manager. All sponsorships must be confirmed in writing and invoiced prior to the Event. The Event Organiser should request a copy of the sponsors logo to be included on the flyer advertising the event.
  - d. Do not forget to include GST
  - e. Members receive a discount of 30% off the Non-Members rate. The Event Budget has been setup to automatically calculate the Non-Members price.
  - f. Do not forget to include any complimentary attendees e.g. speakers and sponsors in your event budget.
  - g. If utilizing the services of the local Branch Administrator to assist with the organization do not forget to include the costs for their services in the budget. It may be necessary to estimate the maximum amount of time envisaged and cap it to avoid overruns.
  - h. A \$10 per registrant event management fee is to be included in the expenditure to cover the Association's overhead costs
3. To avoid excessive expense in debt collection, all payments for events should be made in advance. National Office can take payments by Amex, Diners, Visa, Bankcard, Mastercard or EFT.

## Event Registrations and Invoicing

1. All registrants must book and pre-pay for all events.
2. Event registration may be completed via either the Online Registration Page (credit card payments only), fax or over the phone.
3. Any bookings not immediately paid for with a credit card must be accompanied by a faxed or emailed Official Purchase Order.
4. In the case of attendees being unable to make payment prior to the event, attendees should contact the *Business Manager* to make alternative arrangements.
5. All registrations will be processed within one working day of received and a confirmation letter and tax invoice will be issued by email.
6. Cash payments at the door should be avoided but if this does occur the Event Organiser must collect the attendee's details, using a blank seminar registration form) and issue the attendee with an official WMAA receipt (each Branch has been provided with a triplicate receipt book).
  - a. The seminar registration form must be faxed to National Office (02 9701 0199) within two (2) working days of the event so that a tax invoice can be issued
  - b. Any cash payments are to be banked into the Association bank account within one week and copy of payment receipts to be forwarded to National Office for reconciliation.

## Payment of Accounts Related to Events

1. All invoices received for payment for venue costs, catering etc must be made out to the Waste Management Association of Australia at its registered address or they cannot be paid. The exception to this is receipts for out of pocket expenses incurred by a member on behalf of a WMAA approved event which can be submitted to National Office for reimbursement (contact the Business Manager for an *Expense Reimbursement Form*)
2. For urgent EFT or Credit Card payments for an Approved Event, please contact the WMAA *Business Manager* by phone.

## Event Management

1. The *Event Manager* will liaise with the relevant supplier(s) during the lead up to the event to confirm contractual arrangements and provide final numbers.
2. A registration list will be emailed to the *Event Organiser* on the day immediately following the RSVP date. For more regular updates of numbers please contact your assigned Event Manager
3. State Branch Administrators can have log in access to the WMAA Events Management system to obtain their own updates by arrangement with National Office.
4. The *Event Organiser* should confirm that a Committee Member or Branch Administrator will be present at the event to cross-check the attendee names with the registration list provided. The checked registration list should be forwarded to National Office at the earliest opportunity with any discrepancies marked.

## Reporting

Where the above procedures have been followed a profit and loss report can be issued by the National Office on request once all accounts have been finalised.

**CONTACT LIST**

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Lyndal Moore	Events Coordinator	02 8746 5066	<a href="mailto:lyndal@wmaa.asn.au">lyndal@wmaa.asn.au</a>
Veronica Dullens	Manager – Member Services	02 8746 5055	<a href="mailto:veronica@wmaa.asn.au">veronica@wmaa.asn.au</a>
Lisa Dower	Business Manager	02 8746 5046	<a href="mailto:lisa@wmaa.asn.au">lisa@wmaa.asn.au</a>

*\*For the majority of WMAA Seminars, your Event Manager will be Lyndal Moore, should Lyndal be unavailable for any reason please contact Veronica Dullens*