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REMUNERATION OF CONFERENCE CHAIRPERSON(S)

Background

WMAA runs several major state or division based conferences each year which provide the Association with often very substantial surplus funds.

WMAA recognizes that the successful delivery of these conferences is in part due to the voluntary efforts of the conference convener or chairman and the conference committee.

WMAA is committed to delivering a topical, relevant and comprehensive program of speakers and topics for delegates at these conferences together with creating a professional image with a well run event.

This is a great opportunity for any member who is skilled at chairing meetings, has the ability to co-ordinate and communicate well with their conference committee and who has a sound knowledge of the topical and relevant issues across waste management and recycling, to raise their profile in the industry.

ROLES AND RESPONSIBILITIES

Conference Chairman

1. Liaison with National Office staff to determine an appropriate date for the conference.
2. Chair Proceedings at the Conference
3. Chair Conference Committee Meetings
4. Ensure all progress is reported regularly to National Office for appropriate follow ups
5. Ensure all aspects of the Technical Program, tours, speakers and sponsorship are delivered within the timeline provided by National Office
6. Regular follow up of committee members between meetings to ensure progress is on track
7. Management of conference committee and delegation of tasks to include, technical tours, sponsorship and program.
8. Ensure conference activities remain within the Conference Budget (WMAA National Office staff will prepare a conference budget in consultation with the Chairman).

Conference Committee

1. Determination of Conference Title, theme and prepare brief for conference brochure and call for papers.
2. Determination of number of days for conference program, number of streams and technical tours.
3. Determination of titles for conference streams and delegation of various streams to committee members to manage
4. Identification of appropriate speakers to be invited and identification of relevant topics and case studies to be pursued.
5. Review abstracts submitted through Call for Papers and develop program
6. Identification of keynote speakers
9. Approaches to appropriate government agencies for opening or keynote presentations.
10. Identification of list of potential sponsors and making approaches together with the committee.

Remuneration of Chairman

- Up to a maximum of \$2000 dependant on delivery of milestone achievements
- Reimbursement of reasonable out of pocket expenses (with receipts)
- One free full registration (including social events) for the conference.

Remuneration of Committee

- As per the SAC policy which states that the Conference Chairman, together with the conference committee must agree at the inaugural committee meeting the size of the discount on the conference registration fee to be offered to the committee members . This may be 100% however any discount must be accounted for in the conference budget.

Conditions

- Acceptance of the remuneration is not compulsory and is entirely at the chairman's discretion.
- Acceptance of any complimentary or discounted registration is at the committee person's discretion.
- Payment to the chairman is conditional on the timely delivery of an appropriate conference technical program and tours, if required.
- Payments will be made on completion of agreed tasks to the timeline.
- Chairman's fee and estimate of out of pocket expenses must be included in the conference budget.
- Full complimentary registration for the chairman will be included in the conference budget.
- Discounted or complimentary registrations for committee members is conditional on members attending 2/3 of all conference meetings, either by teleconference or in person, and who make a significant contribution to the conference program and to fulfilling the sponsorship budget. This to be determined at the discretion of the chairman.
- National Office will call expressions of interest for committee members and the chairman may select the committee at his/her discretion.
- Consideration should be given to the size of the committee given the effect on the budget of committee discount or complimentary registrations.

CRITERIA FOR CHAIRMAN

- Has strong leadership skills and the ability to lead and chair the conference meetings.
- Good communication skills to engage members and committee in developing the conference program.
- Good industry and government contacts
- Proven track record to deliver outcomes on time
- Commitment to work within the conference budget
- Preparedness to consult with all State Working Groups re the program content
- A confident speaker prepared to MC at the conference where required.