

BRANCH, DIVISION & WORKING GROUP OPERATIONS

NATIONAL OFFICE:

Suite 4D, Level 4
5 Belmore Street
BURWOOD NSW 2134
T 02 8746 5000
F 02 9701 0199
E enquiries@wmaa.asn.au
W www.wmaa.asn.au

Charging for Branch/Division/Working Group Seminars

Breakfast seminars, sundowners and the like where technical or other presentations are made and is catering provided should be carefully budgeted to ensure that, at a minimum, they break even after any venue costs, catering, equipment hire, speakers costs, local admin staff and National Office organiser fees have been taken into account.

Christmas functions

All social functions (eg Christmas/Easter/Golf Days etc) should be run at a break even position and members charged accordingly. Any sponsorship obtained can be used to reduce costs to members.

Unused funds in the budget cannot be transferred from one item to another.

Adopted on 16th December 2008 by the WMAA Board.