

GUIDELINES FOR FORMATION OF NATIONAL DIVISIONS

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1. Ensure that a working group or convener exists in a minimum of four states.
2. CEO will facilitate face to face meeting of chairs from each state in a mutually agreeable location for initial meeting.
3. Agreed expenses will be covered from National budget.
4. State chairs to write a brief on their relevant experience and expertise in the Working Group topic area together with current employment details to assist in the selection of chairperson.
5. State chairs to consider their interest and availability in taking on the role of National Division Chair.
6. National Division Chair is expected to attend two Strategic Advisory Council meetings each year, normally held on a Friday and which can be held in different states as well as attend the annual Strategic Planning Day with the Board. Expenses are covered from the National Budget.
7. State Chairs to take to the inaugural National Division meeting ideas from their state branch on issues and programs that should be put on a National Division agenda.
8. National Division chair will need to prepare a short business plan and budget to submit to the National Office staff for consideration and inclusion in National Budget process by September each year. This should include expected meeting costs.
9. A National Division should co-ordinate the state working groups' budget and project applications for submission to National Budget Process and Project Subcommittee by September each year.
10. Initial allocation of any money to the new National Division to be regarded as seed funding.
11. Programs and activities arising from National Division plans are expected to return a small profit to fund continuing activities.
12. Meetings held by teleconference can be run using the WMAA conference account.