



**POWERtalk Australia Incorporated**

**BOARD POLICY BOOK**

**2020**

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## **DISTRIBUTION**

This Policy document is to be distributed to all POWERtalk Australia Elected and Appointed Officers.

- POWERtalk Australia Board Members;
- Standing Committee Chairmen (As per POWERtalk Australia Roster);
- Special Committee Chairmen and Ad Hoc Chairmen, (As per POWERtalk Australia Roster);
- POWERtalk Australia Website.

## **AMENDMENTS TO POLICY**

- To be prepared by the President Elect, checked by board members endorsed by President and forwarded to those on the distribution list;
- Endorsement of policy to be minuted at the next POWERtalk Australia Board meeting.

## **AWARDS**

The following awards may be awarded by the POWERtalk Australia Board:

- Alex Applebaum Club Merit Award;
- President's Award;
- Period for awards is 1st April to 31st March with a closing date of the 7 April.
- Expenditure allocated within the budget for the above awards is as follows:
  - Alex Applebaum Club Merit Award: Cost of engraving of Club name at lowest price and production of certificate;
  - Council Rose Bowl Award: Cost of engraving of Council name and production of certificate;
  - President's Award – production of certificate and Cost of award gift as agreed by the POWERtalk Australia Board.

President Elect to forward nominations to Board via electronic mail by 30 April of that calendar year and board to decide recipients prior to POWERtalk Australia Conference.

## **ALLOWANCES**

### **BOARD OFFICERS:**

The following allowance will be paid when officially representing the POWERtalk Australia Board, or at the discretion of the President.

#### **Travel expenses:**

- Air - Most economical fare; plus travel to and from airport with tolls; or parking - whichever is less expensive;
- Rail - Economy;
- Road - Cost of fuel to the level of the most economical air fare. If no flight is available cost to be calculated at the rate of 50 cents per kilometre.

**Accommodation expenses:**

Council/Club visits where budget permits.

No allowance for POWERtalk Australia Conference.

**Miscellaneous expenses:**

- Postage, telephone, stationery and copying for POWERtalk Australia business.

**Copying: -**

- Workshop material for distribution at Council/Club and Association level;
- Promotional material for outside organisations;
- Specific material as required for MAL of POWERtalk Australia.

**APPOINTED OFFICERS AND COMMITTEE CHAIRMEN:**

- Travel when representing the POWERtalk Board officially, and the visit has been approved by the President;
- Postage, telephone, stationery and copying in accordance with allocated budget. Additional expenses at the discretion of the Board.

POWERtalk Australia will only pay expenses which have prior approval and are within the financial guidelines.

**ARCHIVES**

POWERtalk Australia permanent files are to be stored at a place determined by the board.

**BUDGET AND FINANCE**

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**CONFERENCE BUDGET:**

POWERtalk Australia Conference Treasurer is to prepare the Conference Budget in consultation with the conference coordinator and submit for approval to POWERtalk Australia Board by **15th March in the term preceding the conference**. Upon approval, this should be distributed to:

- POWERtalk Australia Board members;
- Conference Coordinator;
- Conference Committee Members.

**ASSOCIATION BUDGET:**

The Treasurer is to submit a draft budget by the end of February to the POWERtalk Australia Board members.

After approval, the budget will be uploaded to the Members' Documents section on the POWERtalk Australia Website, circulated to members and be available as information at the POWERtalk Australia Conference.

## **CORRESPONDENCE**

Communication by electronic mail should be consistent with the POWERtalk Australia Email Policy as per Appendix 1 of this document.

Inwards and Outwards correspondence required to be documented in the minutes of the Board meetings should include:

- Electronic and hard copy mail between Board members that reflect a board decision. This should include the issue under discussion and the decision made;
- Electronic and hard copy mail going to another level of the POWERtalk Australia structure that relates to POWERtalk Australia Board matters;
- Electronic mail received from members of POWERtalk Australia that relate to POWERtalk Australia Board matters.

## **ANNUAL GENERAL MEETING**

### **PAPERS:**

The following reports and business papers for distribution by email and posted on the web page to be approved by the POWERtalk Australia President prior to distribution by the POWERtalk Australia Secretary at Conference or as requested in accordance with the following:

At least 30 days prior to Annual Conference, the following are to be sent to clubs:

- Constitution and Standing Rules amendments;
- Nominating Slate and Absentee ballot;
- Interim Financial Statement up to 28 February.

At least 21 days prior to Conference, the following papers are to be available for inclusion in the AGM Business Papers:

- Agenda;
- Executive reports as decided by the POWERtalk Australia Board;
- Reports of Council Presidents', Club Presidents' and President of Clubs at Large;
- Audited Financial Statement and Balance Sheet Other reports as requested by the POWERtalk Australia Board;
- Constitution and Standing Rules amendments;
- Nominating Slate;
- Credential Report.

Please note:

- All business papers to be paginated;
- Collating to be done by POWERtalk Australia Secretary and AGM Business Papers electronically distributed to members.

### **Distribution of reports and business papers prior to the Annual General Meeting to:**

- All Members

## **WEBSITE**

The POWERtalk Australia website has two main parts and two main supply issues.

### **DOMAIN NAME:**

The registered name of the POWERtalk Australia domain is powertalkaustralia and is registered as a .org.au domain. The website is registered in full as www.powertalkaustralia.org.au

The POWERtalk Australia Domain Names currently registered with Vodien vodien.com.au

Account details are with Mary Wong and renewal notices go to her email address.

### **ASSOCIATION WEBMASTER:**

The POWERtalk Australia board should review the paid assignment of an administrator each term and as appropriate arrange the handover to the nominated POWERtalk Australia officer.

### **WEBSITE HOSTING:**

The association website is currently hosted by Just Host. Cost is currently \$13.48 per month and has been paid in advance until 14<sup>th</sup> February 2023.

POWERtalk Australia Website renewal dates:

Domain name: (biennially) 8 August 2021

Website hosting: Due 14 February 2023. Details of account are with Mary Wong and automatic renewal notices will go to her email address.

### **ACCESS:**

The POWERtalk Australia webmaster is to maintain the appropriate passwords for both the domain registration and the hosting in safe custody and to maintain the up to date administration details for handover on change of officer.

The POWERtalk Australia board members shall have special security clearance which allows access to POWERtalk Australia board page of the POWERtalk Australia website, located at the following link

<http://www.powertalkaustralia.org.au/members-resources/board> The webmaster is to amend user settings for board members at the commencement of the term, removing any previous board members from the board access at the same time. The immediate past POWERtalk Australia President's access may continue at the discretion of the Board. The board will notify the Webmaster of changes in access by the Immediate Past POWERtalk Australia President.

### **NEWSLETTER**

May be in the form of a newsletter from the POWERtalk Australia Board to be sent on a regular basis to all members.

## **LOGO**

The current corporate POWERtalk Australia logo is to be used only by the Association, Councils, clubs and members for official POWERtalk Australia business and is to be used for all education, training and marketing purposes. The logo must not be altered, other than resizing, in any way.

## **OFFICERS DUTIES**

### **PRESIDENT**

In addition to the specific responsibilities listed in the President's Position Description, the President is required to perform the following duties:-

#### **Awards:**

The President is responsible for collecting and collating awards nominations for the President's Award. The decision as to who the recipient will be may be made either solely by the President or following discussion with the POWERtalk Australia Board.

### **ASSOCIATION BOARD**

The collection and collation of points for the following awards:

- Alex Applebaum
- Council Rose Bowl
- Collect information regarding the number of certificates to be ordered

#### **Job Specifications:**

- Update Elected Officer job specifications (all changes to be approved by the Board;
- Update Appointed Officer job specifications;
- It is the responsibility of the POWERtalk Australia Board to ensure that up-to-date job specifications are included in the members documents on the POWERtalk Australia Website and all incoming officers are able to access them.

### **TREASURER**

#### **Membership database:**

- Compile the roster [see section below] and circulate members and post on POWERtalk Australia's website;
- Membership Register - to be kept current, recording all members name, addresses and date of joining the organisation. This register must also be kept at the home of the Public Officer (Requirement of Incorporation);
- Maintain a Record of Clubs;
- List of Members at Large (MALs);
- Copies of all correspondence to be sent to President;

**Report to Board upon request:**

- List of POWERtalk Australia MALs to be sent to Council Presidents/Clubs at Large and Conference Chair at the beginning of each term;
- Eligibility of each MAL status to be reviewed in July.

**Annual Audit:**

- Books of account are to be audited by an external auditor or audit committee at the end of the POWERtalk Australia Financial Year;
- Books of account are to be audited by an internal auditor, prior to the handover to the incoming Treasurer. A statement is to be provided certifying that the books are up to date and in good order;

**Audited Financial Statements:**

- POWERtalk Australia and Conference documents are included in AGM Business Papers and distributed to those Clubs not attending Conference;

**Budget:**

Expense vouchers to be submitted as outlined on the official claim form.  
Substantial amounts to be claimed as incurred.

**Dues:**

Dues are to be collected from clubs and notices of delinquency sent to clubs who have not paid their dues by the delinquency date.

**Insurance:**

- The outgoing, treasurer to advise the Insurance company of the name and address of the incoming Treasurer;
- Policy documents to be held in the Treasurer's file and Certificate of Currency to be sent to all clubs, and uploaded to members documents on POWERtalk Australia website prior to the expiry of the previous document.

**Public Liability:**

- POWERtalk Australia shall take out Public Liability Insurance in accordance with the Incorporation Acts of New South Wales;
- Copy of Insurance Certificate to be sent to Public Officer and clubs/councils on request;
- All changes to insurance information for the POWERtalk Australia is to go through the Public Officer.

**Rosters:**

The Treasurer to be responsible for compiling the Annual Roster from information received, and its subsequent distribution by electronic mail, or regular mail where there is no electronic mail access, to the following:

- POWERtalk Australia Board Members;
- Appointed Officers and Committee Chairmen;
- Councils, Clubs and Members at Large.

**Roster Changes:**

The Treasurer to advise Board members of changes within 14 days of notification of change.

**Speech Contest Trophies:**

- A suitable gift / trophy shall be purchased annually by the POWERtalk Australia Speech Contest Chairman in consultation with the President, and within the Budget;
- The budget amount allocated for the Speech Contest/s should not exceed \$350;
- The use of the perpetual trophy will also be maintained and will be awarded annually.

**SECRETARY:****Minutes – Board:**

- Draft of minutes to be sent to President within 7 days of Board meetings;
- Final minutes to be circulated to Board members within 15 days;
- Board meeting minutes to be kept for 7 years;
- Agreed minute proforma to be used.

**Minutes - Annual General Meeting – Conference:**

Draft of minutes to be sent within 7 days of the AGM. to:

- President;
- Parliamentarian;
- Rules & Resolutions Chairman;
- Minute Approving Committee members - when applicable.

Final AGM minutes to be distributed within 30 days of the AGM to:

- All members;
- Webmaster to upload to members documents on POWERtalk Australia Website.

Indexed Minutes:

- Indexed minutes to be updated with all endorsed actions from Board Meetings;
- Indexed minutes to be reviewed at the March Board meeting;
- Where a new or revised policy is endorsed this should be distributed to members and placed in the members documents section on the POWERtalk Australia Website.

**Condolences:**

Card or letter in the case of death of:

- POWERtalk Australia Elected or Appointed officer;
- Standing Committee Chairman;
- Council Elected Officers or their next of kin;

- Board to be represented at the funeral if possible;
- Others as specified by POWERtalk Australia President.

**Greetings:**

Card or letter to be sent to a new club, or other special occasion, on behalf of the Board.

**Minutes Approving Committee:**

At the discretion of the POWERtalk Australia Board, Members (3) to be supplied with a file containing:

- Writing pen and paper;
- Full set of Delegate's papers;
- Job Specifications;
- Template for minutes.

**Constitution and Standing, Rules:**

After Annual General Meeting, Parliamentarian to prepare a copy of Rules and Standing Rules, incorporating amendments adopted, and forward copies for approval to:

- POWERtalk Australia Board members;
- Rules Chairman.

When approved, Rules to be forwarded by electronic mail to:-

- All Members;
- Webmaster for inclusion in members documents on POWERtalk Australia Website.

**Correspondence:**

- A record of all formal correspondence sent on behalf of the POWERtalk Board and received by the Board to be maintained and tabled as a correspondence list at each POWERtalk Board Meeting.

**Correspondence Templates:**

- The outgoing Secretary to develop letterhead templates for use at POWERtalk Australia Council and Club level and distribute to Board,

**APPOINTED OFFICERS:**

See Job descriptions for details of responsibilities:

- Parliamentarian;
- Public Officer: must present and have minuted the Annual Incorporation Return Statement at the Annual General Meeting. The Common Seal is kept with the Public Officer;

**STANDING COMMITTEE:**

- Budget and Finance;
- Rules;
- Nominations and Elections;

- Credentials: Prior to the Annual General Meeting the Credentials Chairman to provide the Secretary with:
  - List of Club Delegates to be handed as follows: one to each Board member, Parliamentarian and Rules Chair;
  - Alternate Delegates;
  - Credentials Report for distribution to:
    - All Board members;
    - Parliamentarian;
    - Minutes Approving Committee members where applicable;
    - Speech Contest;
    - Writing contest;
    - Conference Coordinating Committee;
    - Coordinator;
    - Deputy Coordinator;
    - Secretary;
    - Treasurer;
    - Program and Education;
    - Registrations;
    - Protocol;
    - Hospitality.

Note: Statement of duties of Appointed Officers, Standing Committee Chairpersons and conference Team members are available in the members documents section of the POWERtalk Australia Website as is this policy document. The respective duties are to be read in conjunction with the POWERtalk Australia Board Policy Book.

## **APPENDIX 1 – ASSOCIATION EMAIL POLICY**

### **Purpose:**

The purpose of this policy is to outline the correct rules and procedures for the use of email within POWERtalk Australia Inc. Electronic mail is used to share information, to improve communication and to exchange ideas. Electronic mail should not be used to forward any inappropriate, illegal, unethical or socially unacceptable information to fellow members..

### **Scope:**

This applies to email used for the purposes of POWERtalk Australia

### **Expected Outcomes:**

All POWERtalk Australia members will:

- Understand the principles and correct protocol for use of email;
- Be aware of the unacceptable behaviours with regard to email usage;

Gain knowledge of a set of useful hints to assist members with use of email program.

### **Definitions:**

- **E-mail:**  
Email is defined as the technology that is used to enable electronic mail communication to be sent between people and groups via the computers.
- **Cc:**  
This stands for all persons to whom you want to send a copy (such as the CLO).
- **Bcc:**  
This stands for *blind copy*. Its function is to avoid an enormous list with email addresses on top of the sent message. More importantly however, this function avoids unwanted publication of bcc'd email addresses.

### **Procedure:**

#### **Email:**

The use of electronic mail as a form of business correspondence has evolved certain generally accepted guidelines. These are explained in the procedures set out below.

#### **E-mail Etiquette**

E-mail is a form of business correspondence. Hence, similar guidelines that govern the issuing of memos and letters may be broadly applied. E-mail, however, is easier to use and therefore has the potential to be abused. The following guidelines should be observed.

#### **DO:**

- Keep paragraphs short and avoid abbreviations;
- Always use the "Subject" field. The subject should be specific and be changed as the topic you are corresponding about changes and use the word POWERtalk;

- Use the “To” field to signal the person from whom you expect a response or action;
- Use the “CC” field to include others who have an involvement in the matter. This will enable them to be informed and see the progress of the matter;
- Send messages only to those who will benefit from them;
- Use the spell check facility;
- Read your incoming mail regularly and respond promptly. This is the same principle as ensuring you pick up your mail on a regular basis. If you are only able to check your emails on specific days, inform your key contacts of the details of when you will be checking them;
- Be courteous when replying to emails. An abrupt tone can be easily misunderstood and cause the receiver distress;
- A brief introduction to the topic under discussion is useful to avoid confusion. Frequently emails bounce backwards and forwards and can lose their focus;
- Clearly label emails with a title that relates to the topic. When replying to an email that introduces a new topic you should change the heading. This assists in tracking and finding emails;
- Be aware that communication by email is a permanent written communication and that correct use of the principles of written communication should always be followed. You should always use a greeting and clearly indicate the person for whom your message is intended. You should also sign your message with your first and last name and your position. Do not assume that the recipient will know who you are;
- Try to respond to emails in a timely manner and develop a system to let you know which mail you have not responded to;
- File your emails effectively. Do not allow large numbers of messages to remain in your “Inbox” or “Sent” folder. Create sub-folders according to “subject” so that all messages relating to a particular topic may be located easily and quickly;
- Always send an initial reply confirming you have received an email. This can be done automatically in some software;
- If your response to a message is to include previous messages, add your response at the top of the page so it will be seen and read first;
- When writing to someone in a language that is not their first language, use short sentences and short paragraphs; and spell check carefully in case the message needs to be translated with the help of a dictionary. Avoid jargon, slang and abbreviations;
- Consider security before sending.

**DO NOT:**

- Use all UPPERCASE text. (This is deemed to be shouting);
- Use e-mail to resolve conflicts or disputes. Such activities should be resolved face to face;
- Use socially unacceptable or foul language;
- Use business nominals for any outside organisation or business
- Use e-mail for chain letters.

**Efficient management of email process:**

- Spend some time familiarizing yourself with your email program, your service provider (ISP) and their limitations and capabilities;
- Avoid sending attachments that are too large. These may be unable to be received or significantly slow up some peoples' email programs;
- If you change your email address make sure you notify people of your new address;
- Formal requests or notices should include a read receipt request;
- Remember to check that the people without an email have received the communication.

**Virus Protection:**

- Ensure you have virus protection and keep it updated. This will protect your computer and will eliminate or minimize the possibility of you transmitting a virus to others;
- Check the address of the sender before opening an email. A common trick of virus senders is to mimic an address known to you and to make the subject of the email relevant to you. You are then more likely to unsuspectingly open the infected email and any infected attachment it may have.

**Privacy:**

- Messages conveyed by e-mail may be intercepted, traced or recorded by others. Although such practices may be illegal, users must not have an expectation of privacy and must take care with confidential documents;
- Treat email as confidentially as you would treat regular mail. Do not forward mail without thinking about the consequences this could have for the sender;
- Consider adding "confidential" to an email to make the recipient aware of the significance of the communication;
- Do not forward other peoples email addresses without their permission. This is an infringement on their privacy.

**Sending Protocol:**

- When sending an email to another level within POWERtalk Australia, where there is another level between you and the level you are communicating with, always copy in the level in between. For example if a club contacts POWERtalk Australia they should copy in the Council level if applicable;;
- If an email is sent directly to the POWERtalk Australia President, always ensure the President Elect is copied in.
- When an email is sent out asking for comment give clear timeframes regarding the due date of these comments. Try to ensure this due date gives everyone sufficient time to reply;
- Do not send junk mail.

**Choice of 'Reply' or 'Reply all':**

- Care should be taken to decide, when replying to an email, whether you want to reply to one person or to everyone the email was sent to. Remember you may have private or confidential information that you do not want everyone to receive. Think and check before you send.

**Communication within a Board:**

- Each member's comments should be copied to all members of the board or committee. Unless the urgency of the matter precludes it, a 48 hour time period should be allowed for comments to be considered and responses sent, prior to decisions being made;
- A formal email from the President should clarify the decision made, following the period of discussion, to avoid any confusion;
- Remember that the emails are part of the permanent communication records of the Board. A professional manner should be maintained;
- Clearly name files according to the topic including date and subject. For example 'March 2014 conference report'. Make sure future versions have an additional version number added;

**Risks of Policy Non-Compliance:**

- Contravention of the privacy of POWERtalk Australia members;
- Decrease in efficiency and effectiveness of communication across POWERtalk Australia;
- Confusion with some decision making at a Board level when email is used to discuss topics.

**References and Related Policies**

Board: POWERtalk Australia Email Policy General – February 2020, updated 2020 M Sutherland.