

Short Events Procedure

Revised Date: November 2020

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RACI SPONSORED EVENTS OF TWO OR LESS DAYS

An event is defined as any professional development, networking or social activity conducted by a Branch, Division or Group, under the auspices of the RACI, for which a registration fee may be charged.

These meetings are extremely valuable to the RACI as they are a major benefit of RACI membership.

The Board has overall fiduciary and financial responsibility for the RACI and is ultimately responsible for all activities conducted under the RACI's banner. With events of two or less days the Board has delegated this authority to the CEO and National Office staff to fulfil its responsibility of due diligence.

RACI functions not endorsed by the RACI Board through the National Office are not covered by the RACI Public Liability insurance.

The RACI name and logo cannot be used in any advertising or promotional materials until the National Office has approved and endorsed the event.

It should be noted that the RACI has imposed diversity targets to increase the gender diversity in RACI activities. For events the targets are for at least 30% of the presenters to be female and, where organising committees are involved, females make up at least 40% of the numbers.

It should be noted that if the proceedings are going to be recorded privacy and intellectual property regulations are applicable and permission from the presenters and/or their organisations must be obtained.

Procedure

- Once a Branch, Division or Group has decided to hold an event of less than three days, the Chair of the Organising Committee or person responsible for the event, should immediately complete an Event Endorsement Form [EF1] and a budget
- It is expected that events should run at a surplus. Outreach activities and membership drive initiatives may be the exception to this.
- The event is for the benefit of RACI members and thus the delegate pricing must factor in a minimum surcharge of the higher of \$25 or 30% of the member registration fee for non members unless the event is either an outreach or member attraction activity.
- Kindred society members with reciprocal event fee agreements attract RACI member rates
- RACI student member registration fee should at least cover costs. Non member students should either be charged the same price as non members or have a price differential over student members of the higher of \$10 or 30% of the student member fee.
- If the event is to be recorded the permission of the presenter and/or their organisation must be obtained on the appropriate release form and should be returned to the National Office
- Once complete, the event endorsement form, the budget and any consent forms should be sent to the Financial Officer in National office for authorisation. The financial officer will review the form to ensure all requirements are met, issue it with an accounting Job number and submit it to the CEO for final approval. No financial commitments must be made until the submission has been approved.
- Once the CEO has signed the approval forms the document will be scanned and returned to the organisers and the relevant Branch or Divisional committees.
- All income and expenditures for the event will be recorded against the job number allowing a profit and loss statement to be produced.
- Post event the Financial officer will provide both a profit and loss statement and activity statements to the event organisers
- The event organisers must provide a brief report on the event performance to budget in the form of delegate numbers, income, expenditure and bottom line result. They must also report on the gender balance results achieved, organisers, presenters and participants.