

Association Officials Expense Policy

Bowls NSW

1. Policy Statement

This policy outlines the expenses payable to or claimable by Association Officials including Directors, State Councillors and Committee Members whilst undertaking duties of office or representing the Association on the authority of the Board.

This Policy includes;

- Board Meetings
- State Council Meetings
- Committee Meetings
- District/Zone Meetings
- Official Representation Events

2. Board Meetings

2.1. Travel and Accommodation

- (a) Elected and Appointed Directors and the Finance Director (Directors) may be entitled to have Travel expenses reimbursed and if required Accommodation expenses paid in full by the Association when attending Board Meetings of the Association.

2.2. Meals

- (a) A Meal allowance will not be provided for Directors attending Board Meetings.

3. State Council Meetings

3.1. Travel and Accommodation

- (a) Directors and State Councillors who reside in Regional areas may be entitled to have Travel expenses reimbursed and if required Accommodation expenses paid in full by the Association when attending State Council Meetings held in the Sydney Metropolitan area.
- (b) Unless otherwise approved by the Board, a State Councillor will not be entitled to reimbursement or payment of travel or accommodation expenses for attendance at State Council Meetings which are;
- scheduled to be held at an InterZone Representative Event; or
 - Extra or Special Meetings called or arranged by the Zones or State Councillors.

3.2. Meals

- (a) Meal allowances will not be provided for Directors or State Councillors attending State Council Meetings.

4. Bowls NSW Committee Meetings and Activities

4.1. Travel and Accommodation

- (a) Committee Members who reside in Regional areas shall be entitled to have Travel expenses reimbursed and if required Accommodation expenses paid in full by the Association when attending Committee Meetings held in the Sydney Metropolitan area.
- (b) Committee Members shall be entitled to have Travel expenses reimbursed and if required Accommodation expenses paid in full by the Association when attending authorised events or other activities such as seminars or courses conducted by the Committee represented.

4.2. Meals

- (a) Committee Members shall only be entitled to be reimbursed for meal expenses incurred while undertaking approved duties which require an overnight stay.

5. District/Zone Association Meetings

5.1. Travel and Accommodation

- (a) Directors shall be entitled to have Travel expenses reimbursed and if required Accommodation expenses paid in full by the Association when attending a District or Zone Association Meeting in their capacity as a Director of the Association.
- (b) State Councillors will not be entitled to reimbursement or payment of travel or accommodation expenses for attendance at District or Zone Association Meetings.

5.2. Meals

- (a) Meal allowances will not be provided State Councillors attending District or Zone Meetings.
- (b) Directors shall only be entitled to be reimbursed for meal expenses incurred while attending District/Zone Meetings in their capacity as a Director of the Association, and which require an overnight stay.

6. Official Representation

6.1. Travel and Accommodation

- (a) Directors and State Councillors (or their authorised Representative) shall be entitled to have Travel expenses reimbursed and if required Accommodation expenses paid in full by the Association when representing the Association in an official capacity at the following events;
 - Club Milestone Anniversaries (e.g. 25th, 30th, 50th, 75th, 100th Anniversaries etc.)
 - Green Dedications/Openings
 - Club Openings
 - State Pennant Flag Unfurling Days
 - District President's Days (combined)
 - Zone President's Days (combined)
- (b) Travel and/or Accommodation Expenses to attend Presidents Days at individual Clubs or any other event not listed in clause 6.1(a) shall not be reimbursed by the Association, unless specific approval is granted by the Board prior to the event. This policy does not exclude a representative of the Association from attending any of these events.

6.2.Meals

- (a) A Meal allowance will not be provided for Directors or State Councillors attending Official Representation Events.
- (c) Directors and State Councillors shall only be entitled to be reimbursed for meal expenses incurred while attending approved Official Representation Events in their capacity as a Representative of the Association, and which require an overnight stay.

Policies

Review date:

Greg Helm

CEO

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