



HONORARIUMS & EXPENSES POLICY

Policy No	004	Version	1
Drafted by	Sub Branch Board	Approved by Board on	17.05.2018
Responsible person	President	Scheduled review date	17.12.2020

INTRODUCTION

The Sub Branch is a registered charity with obligations under the *Australian Charities and Not-for-profits Commission 2012 (Cth) (ACNC Act)* that sets out five governance standards that set out core minimum standards for how a registered charity should be run. A charity is required to have systems in place, such as policies processes and procedures to ensure compliance with these standards.

Governance Standard 5 requires the Sub Branch to take reasonable steps to ensure that members of its Management Committee meet certain obligations, including financial and operational record keeping obligations.

As Responsible Persons of a registered charity, members of the Management Committee:

- must act honestly, in good faith and in the best interests of the Sub Branch,
- must not take improper advantage of their position or obtain personal gain or profit from their position.

PURPOSE / POLICY STATEMENT

The good work of the Sub Branch in the community is primarily performed by volunteers. The Sub Branch is a Charity and must steward scarce resources accordingly. The members of the Management Committee of the Sub Branch are committed to promoting and achieving a strong culture of governance with its obligations as registered Charity, including the acceptable use of resources and expenditure of the Sub Branch to protect the finances and assets of the Charity.

APPLICATION

This Policy applies to all members of the Management Committee of the Sub Branch and those individuals conducting approved Sub Branch activities.

IMPLEMENTATION

The RSL Maleny Sub Branch Board decided that honorariums and expenses will not be paid by the Sub Branch.

RESPONSIBILITIES

The Management Committee of the Sub Branch to provide oversight and ensure that this Policy is implemented and monitored on an ongoing basis.

BREACH

Both individual members of the Management Committee and any other individuals are responsible for immediately notifying the Sub Branch President if any person considers they or any other person may be in breach of this Policy. All actual or potential breaches are reportable. Any breach of this Policy is subject to investigation by RSL (Qld).

RELATED DOCUMENTS

Sub Branch Constitution and By-Laws

REVIEW PROCESS

This Policy will be reviewed annually by the Sub Branch's Management Committee to ensure that the Policy remains relevant to the efficient and effective use of the Sub Branch's assets and resources.

POLICY AUTHORISATION & APPROVAL

Signature of Sub Branch President:



Signature Date

17/05/2018

17 / 05 / 2018