

National Federation of Plus Areas
Rules of Engagement for Events Organised
or funded by several parties.



Overview.

At the ANC 2006 of “The National Federation of 18 Plus Groups”, the decision to decentralise the Federation was ratified, with the formation of “The National Federation of Plus Areas”. As with any reorganisation of a structure there will undoubtedly be teething issues that require addressing. One of these issues is the way that large-scale events are allocated, organised, and funded.

This document identifies the specific issues, and my recommendations for each specific issue that I believe need addressing.

1. Allocation of Dates – Any “Large Scale Event”.

Any Area, Group, or combination of Areas or Groups, can request that an event is defined as a “National Scale Event”. For this to happen the following criteria must exist.

1.1. The date must be requested from the National Activities Officer at least 12 months in advance.

1.2. The expectation is that there will be a representation from at least 2/3 of the number of Areas within the Federation.

1.3. Either

1.3.1. The status of the event is ongoing, and has traditionally been considered as a “National Scale Event”.

or

1.3.2. The expected event is the type of event that a majority of the Federation is likely to want to attend.

1.4. The venue for the event must be confirmed to the National Activities Officer at least 6 months prior to the event. (This is because the event venue is normally the most difficult to arrange for a large scale event, and this will confirm that planning is on schedule).

If an event is classed as a “National Scale Event”, the following will apply

1.5. If the event is for a period of a weekend (Friday to Monday) or less. Unless with the prior agreement or either the Areas or Groups involved, or of the NEC, no other event will be organised within the Federation that will be advertised to anyone other than the Group organising the alternative event.

1.6. If the event is for a period in excess of a weekend (Friday to Monday) it can still be defined as a National Scale event, but exclusivity will not apply.

A list of “National Scale Events” will be compiled and maintained by the National Activities Officer, and will be supplied to the NEC at regular intervals. To add an event to this list, or to object to the inclusion of an event on this list, any Area Chairman can formally make a request to the National Activities Officer. Any unresolved dispute will be referred to the next NEC meeting, whose decision will be final.

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2. Organisation of events by a single Area or Group.

Events will either be run by a single Area or Group; in which case the selection of the committee, funding and managing of bank accounts etc. will be the sole responsibility of the Area or Group involved.

3. Organisation of events by a several Areas or Groups, or coordinated by the NEC.

Some events, by their nature, will require the organisational and financial cooperation of several Area or Groups. These are expected to be

- a) Events that were traditionally organised by “National”
- b) New or repeat events that would benefit from a larger pool of input.

Events that have traditionally been run by “National” included things such as the AGM (formally ANC) etc.

At an early opportunity a proposal will need to be generated outlining the event specifying

- a) The type or purpose of the event
- b) The type of committee required.
- c) An outline budget
- d) An indication of the up front funding that will be required.
- e) The Number of shares that are available to stakeholders. (Consideration should be given to issuing 100 shares, although this is not a requirement).

From this the following can be derived

- a) A committee or coordinator
- b) A list of stakeholders.

This will allow for an election and budget approval etc. to be made at the earliest opportunity.

3.1. Selection / Election of Coordinator / Committee

The committee will be elected at a meeting of the stakeholders. Unless agreed by all stakeholders, this election will be take place at an NEC meeting, with only the stakeholders having voting rights. Stakeholders will have one vote per stake held. The chairman of the meeting will have the casting vote if required.

3.2. Bank Account

Unless the event is of a sufficiently complex nature it is expected that an existing Area or Group bank account will be utilised for the event. Should a separate bank account be opened, there will be 4 signatures. These normally being

- a) National Chairman, or with their approval, an Area Chairman.
- b) The event chairman / coordinator.
- c) The event treasurer.

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d) The event administrator.

The Bank Mandate shall provide that the signatures of two signatories shall be required to authorise any payment.

If the signatories include two or more related persons the Chairman shall nominate such alternative signatories as he considers necessary so that no two signatories are related one to another.

The Treasurer shall make copies of all bank statements available to all the signatories included on the bank mandate within fourteen days of receipt

3.3. Funding Initial Planning Stage

The budget will determine if an initial float will be required. Each stake holder will deposit the appropriate amount into the designated account by the date specified.

The initial deposit will be calculated using the following formula.

$$\frac{\text{Total value specified by the budget}}{\text{Number of shares issued}} * \text{Number of shares allocated}$$

3.4. Expenses

Each event will contain a document stating for which items expenses may be claimed, and by whom. Irrespective of the contents of this document, each expense claim must be approved by the event treasurer; unless the claim is by the treasurer which must be approved by the Chairman / Coordinator.

3.5. Allocation of Surplus / Covering any Losses.

At the conclusion of the event the accounts will be prepared by the treasurer and approved by the approved Independent Examiner.

If the event has made a loss this will be funded by the stakeholders in the proportion on the number of stakes held with due consideration being given to the initial funding provided.

If the event has made a surplus there is the option of retaining some, or all, of this surplus for future running of this event. Any plans to retain money will be specified in the initial documentation. Once this retained money has been deducted, the remaining surplus will be distributed to the stakeholders in proportion on the number of stakes held. The initial funding will also be repaid

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Appendix A – Expenses

The following is an expenses template to be amended and adopted as required by each individual committee

Overview.

When running an event, various members will normally need to spend some money to ensure that the event is successful. These costs will normally need to be budgeted for in the general event budget, however it is essential that these costs are planned for and that everyone is aware what may and what may not be claimed for.

Expenses will normally only be paid where

- a) The expenditure is agreed and approved in advance
- b) The claim is supported by a receipt for all expenses except travel by car.
- c) Transport by private car

Committee members will be expected to share lifts if at all possible.

If mileage expenses are approved they will be paid at a maximum of 15p per mile. Petrol receipts will not be required, just a certified statement of mileage and the purpose of the trip.

Mileage expenses can be claimed for the following (delete as appropriate)

Committee meetings

Site Visits

No transport expenses may be claimed

Others

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Appendix B – Funding

The event known as Will be held on

The event will be organised and funded by a consortium who will each be allocated one or more “shares” in the event.

A copy of this signed document, along with a statement of the claiming of expenses, will be retained with the minutes of the appropriate NEC meeting.

Acceptance of this arrangement will be made by the signature of the chairman (or their approved representative) on this document.

The event will issue Shares.

These shares will be allocated as followed

No of Shares	Share Owner	Signature

The bank account to be used to manage the event will be.....

Each “Share” will deposit in the nominated account £..... by.....

The event’s accounts will be examined and approved by.....

At the conclusion of the event the event will retain % of surplus as a float for the following year

The remainder of the surplus will be distributed in proportion to the number of shares held.