

11. Conference and AGM

A. Background

Each year NZSTA hosts a national conference in conjunction with the Annual General Meeting (AGM) that provides member boards from all regions with opportunities for professional development and peer networking.

The NZSTA national conference is NZSTA's showcase membership event.

This policy should be read in conjunction with 1a – Policy definitions.

B. Strategic direction

The Annual NZSTA conference and AGM is the premiere showcase event of the year for NZSTA members. Each conference is intended to break even, providing the best possible value for money for NZSTA member boards who attend.

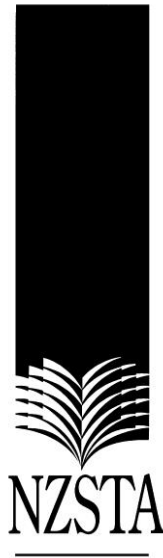
C. Operational requirements

The President is the key contact for all matters relating to conference and is responsible for:

1. approving the conference theme, structure and content,
2. ensuring that seminars and keynote speakers are aligned to NZSTA's mission,
3. ensuring that sponsorship of conference protects and enhances the integrity of NZSTA's strategic priorities, services and reputation,
4. instructing the conference organiser(s), and
5. conducting an evaluation of each conference that informs planning for future conferences.

The General Manager supports the President in all matters relating to conference and is responsible for:

6. financial planning to ensure conference is self-funding,
7. ensuring proper accounts are kept,
8. ensuring prompt and proper payment of all debts incurred,
9. presenting a monthly conference financial report to every Board meeting identifying:
 - a. year to date comparison with the previous year's budget,
 - b. current month comparison with the previous year's budget,
 - c. any variance from budget projections, and
 - d. a risk analysis,
10. the attendance, conduct and activities of NZSTA employees and contractors,
11. preparing a roster of staff to assist with conference duties,
12. assisting the President in hosting guest speakers and VIPs as required, and
13. recommending to the Board any changes that may be suggested by financial analysis of past conference(s).



NZSTA POLICY FRAMEWORK INTEGRATED POLICIES

Reviewed and approved by the Board

On this date:

14 March 2014

Signed on behalf of the Board

Lorraine Kerr

President

