



FSAT Policy & Procedure for Executives and Officers of the Association As at August 2019

These Policies and Procedures have been developed to outline the roles of the Executive and the Officers of the Association, in order to assist with the delegation and running of the Association.

Not all roles of the Association need to be filled at one time: from time to time, some will remain vacant due to the fluctuating size of the membership, or because the role simply may not be needed at that time. Task lists against any Executive or Committee role must be workable and practicable, acknowledging the size and capacity of the existing Committee and/or the membership base.

All Executives and Officers of the Association are to attend a Minimum of 2 Meetings in a Calendar Quarter. Exceptions may be made at the discretion of the Committee. Apologies for non-attendance should be made via email fsatas@gmail.com well in advance of a meeting's date and time.

Policies and Procedures can be amended to suit the needs of the Association, and amendments to these documents are preferred over amendments to the Constitution. When making any amendments, it is important that these are consistent with the FSAT Constitution, and with ISA Rules, ISU Rules and State Acts.