

FUNCTION APPROVAL & FUNDING POLICY



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1 PURPOSE

- 1.1 This policy establishes an effective, accountable, and transparent framework for managing the Association by providing guidance on approval and funding assistance for functions.

2 SCOPE

- 2.1 This policy applies to the Members of the Association seeking to organise an authorised Association function to promote Corps activities, celebrations and membership of the Association in Queensland.
- 2.2 This policy does not apply to requests for Special “one-off” functions, functions organised by external organisations, Awards, Donations, Sponsorships, or function requests that fall outside the scope of this policy.

3 POLICY STATEMENT

- 3.1 The RAEME Association Queensland Incorporated is a not-for-profit volunteer organisation, supporting the RAEME National Network by providing leadership to, and a focal point for, all RAEME affiliated Associations in Queensland, by promoting and recognising the Corps and its achievements via independent memorial, celebratory, social, fundraising, sporting, and other activities.
- 3.2 To provide a focal point for Corps activities in Queensland, and to promote the goals of the Association functions may be organised to support the Corps Birthday, ANZAC Day and regional/specific functions in suitable Queensland locations each year.
- 3.3 This policy should be read in conjunction with the RAQ Constitution and Strategic Plan.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 To help with the approval process and to ensure the member organising the function is protected from personal liability, any member applying to have a function and/or funding support are to document their request in writing to the [Executive via the Secretary](#) or in case of the North Queensland Region [via the NQ Committee](#), who will forward this to the Executive, including where applicable:
- the date, timings, details, and expected costs.
 - likely/confirmed numbers attending.
 - advise of any intention to invite official guests and their reason for attendance.
 - be personally responsible for amounts exceeding any approved funding or return to the Association any funds not expended.

- 4.2 Functions are authorised if they are documented as per this policy and have either written approval:
- (a) from the Executive, and/or
 - (b) in minutes from a monthly meeting
 - (c) in the yearly events budget
- 4.3 The Executive will approve a budget at the start of each calendar year which will have funds allocated to each region. Funds are only allocated on a yearly basis and cannot be ‘banked’ or carried over to the next year unless approved by the Executive. Once the budget is approved, it is up to the representatives in each region to ensure functions are held and funds are expended appropriately to achieve the policy objectives.
- 4.4 For any funding requests outside the established budget, support can be requested and a decision made by the Executive or at a Monthly Meeting.
- 4.5 To ensure Association funds are expended appropriately, budgeted funds will only be provided:
- (a) for any expenditure where a receipt for goods or services is provided to the Treasurer for payment or reimbursement, and/or
 - (b) in the case where a receipt is not available, a written statement from the organiser with the breakdown of costs to be reimbursed, and/or
 - (c) in the case of event subsidies to offset ticket allocations for a particular function or event.
- The Executive may develop and request a specific instrument is used by function organisers for the purpose of expending Association funds.
- 4.6 If in the Executive’s opinion any function does not comply with the goals and objectives of the Association and/or brings the Association into disrepute, funds may be withdrawn and support removed.

5 REPORTING

- 5.1 The organiser of each function will provide a report, which will be tabled at the next monthly meeting following an event.

6 RECORDS MANAGEMENT

- 6.1 Records are maintained relevant to administering this policy as per the RAQ Constitution requirements.

7 RELATED LEGISLATION AND DOCUMENTS

- 7.1 [RAQ Constitution](#)
- 7.2 [RAQ Strategic Plan 2020-2025](#)
- 7.3 [Associations Incorporation Act 1981](#)

8 DEFINITIONS

- 8.1 Terms not defined in this document will be as per the RAQ Constitution

9 FEEDBACK

- 9.1 Members can provide feedback about this document by emailing secretary@qld.raeme.org.au

10 POLICY REVIEW

- 10.1 This policy is to be reviewed annually by the Executive to evaluate its continuing effectiveness.

11 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Executive Management Committee
Next Review Date	16 January 2025
Approval and Amendment History	Details
Original Approval Authority and Date	Executive Management Committee and first approved date 3 February 2021
Amendment Authority and Date	19 January 2022
Notes	Grammar and Formatting Update
Policy Rewrite 2.0.0	16 January 2024