

CAWS POLICY 4 – HONORARIUM FOR CAWS SECRETARY/TREASURER



COUNCIL OF AUSTRALASIAN WEED SOCIETIES (INC)

POLICY ON HONORARIUM FOR CAWS SECRETARY/TREASURER (Revision approved 14 February 2008)

1. Section 4 iii) of the CAWS Constitution describes the “Duties of the Secretary/Treasurer” as:

“The Secretary/Treasurer shall;

- record and preserve minutes of meetings of the Executive Committee,
- record attendance at meetings,
- at least 30 days prior to an Executive Committee meeting, advise all Delegates of the meeting
- make reports and handle correspondence as required,
- have custody of all funds of the Council, accounting for same to the Council annually and at any other time on request of Executive Committee,
- ensure the Council is incorporated under the appropriate legislation at all times, and
- perform such other duties as ordinarily pertain to such office.”

The position is recognised as highly important to the effective functioning of CAWS and has a considerable workload. It is reasonable that a person working as the CAWS Executive Committee’s Secretary/Treasurer should be able to request financial payment.

2. An honorarium is defined¹ as a (voluntary) fee, especially for professional services normally rendered without payment. CAWS motion 04/41, 2 December 2004, agreed to the offering of an honorarium of \$1000 per annum to the incoming Secretary/Treasurer. This was paid in April 2005.
3. The honorarium is set at \$1000 per annum, commencing in 2005. It shall increase on an annual basis by a rate set at the national Consumer Price Index (CPI).
4. The term for the Secretary/Treasurer is two years. The payment for the honorarium for the first year shall be made at the commencement of the term. The payment for the honorarium for the second year shall be made at the completion of the term.
5. If the Secretary/Treasurer resigns from the position in the first year of the two year term then a reimbursement to CAWS would be expected. This would be the proportion of the initial payment that covered the remaining months now vacant from the position.
6. If the Secretary/Treasurer resigns from the position in the second year of the two year term then a part-payment from CAWS would be expected. This would be the proportion of the final payment that covered the months present in the position.
7. Payment of the honorarium from CAWS funds shall require an invoice from the Secretary/Treasurer to CAWS with signed approval by the President and Vice-President.

¹ The New Shorter Oxford English Dictionary