

ABODA QLD OPERATIONAL FRAMEWORK FOR HUBS

The following operation framework forms the procedures which ABODA QLD members who form an ABODA QLD Hubs agree to operate within so as to be a constitutionally-sound subcommittee of the ABODA QLD Management Committee. This framework was approved by the ABODA QLD Management Committee on Friday 30th April, 2010.

1 MEMBERSHIP

- a. All persons involved in the organizing committee for ABODA QLD events in the hub location will constitute a subcommittee of ABODA QLD which will now be referred to as the ABODA QLD 'location' Hub e.g. ABODA QLD Rockhampton Hub.
- b. All members of ABODA QLD hubs must be financial members of ABODA QLD.
- c. All ABODA QLD Hubs are subcommittees of ABODA QLD and therefore will need to have its members approved by the ABODA QLD Management Committee
- d. All ABODA QLD Hubs will in the main liaise with the ABODA QLD Executive Committee.
- e. All ABODA QLD Hubs will designate a Chairperson who upon accepting this position will be responsible to the ABODA QLD Management Committee for all actions undertaken by the hub.

2 COMMUNICATION

- a. All communication will be in writing or result in written records. Email is the most likely form of written communication.
- b. In the case of phone conversations, a written summary of the conversation must be generated by the Hub Chairperson within two working days of the conversation. This summary will then be forwarded to the ABODA QLD Executive member with whom the conversation was with, and after their approval will then be forwarded to all members of the ABODA QLD Executive Committee.
- c. While all communication regarding hub events will be generated by ABODA QLD Hubs, all communication must be approved by the ABODA QLD Executive Committee prior to being distributed.
- d. The goal turnaround time for all communication between the ABODA QLD Executive and ABODA QLD Hubs will be two working days.
- e. All communication from ABODA QLD Hubs will come from their Chairperson to the president of ABODA QLD through president@abodaq.org.au. The ABODA QLD president will then be charged with distributing information to the ABODA QLD Executive Committee and/or Management Committee as necessary
- f. All ABODA QLD Hub Chairpersons will submit a report on hub activities to every ABODA QLD Management Committee meeting. In the case where there has been no new activity, a null activity report will be submitted.

3 EXPENDITURE OF FUNDS:

- a. Before funds can be expended by an ABODA QLD Hub they must be first presented as a proposal and then approved by the ABODA QLD Executive Committee. Standard turnaround time will be three working days.
- b. The process of approving expenditure will take into full consideration those funds accrued by the ABODA QLD Hub through membership fees and previous event profits.

4 **RECEIPT OF FUNDS:**

- a. The ABODA QLD Executive Committee must be advised by email of all funds received immediately
- b. The ABODA QLD Executive Committee must be advised by email of all in-kind services being offered, with approval to accept by the ABODA QLD Executive Committee being required by an ABODA QLD Hub before they can accept.
- c. All funds received in-hand by an ABODA QLD Hub must be:
 - i. deposited into the ABODA QLD account within 7 days of their receipt
 - ii. receipted to the payee using an official ABODA QLD receipt book
- d. All funds received not in-hand (e.g. by PayPal through the ABODA QLD website) will be receipted by the ABODA QLD Treasurer.
- e. All invoices are to be forwarded to the ABODA QLD Treasurer, who will pay the amount owing. Note: All expenditures need to be previously approved (see 3. above) therefore, invoices will not exceed the amount previously approved.
- f. All ABODA QLD Hubs will send their ABODA QLD Hub Receipt Book to the ABODA QLD Treasurer as requested at the end of every calendar year to be included in the ABODA QLD annual audit. Any or all ABODA QLD Hub Receipt Books may also be requested at any other time throughout the year.
- g. All ABODA QLD Hubs will submit a complete profit and loss statement to the ABODA Management Committee within 5 working days following the conclusion of each event