

Policy Title	ASA Executive Honoraria Policy
Originally Approved	19 June 2008, Motion: # 06/14/09
Last Review Date	26 November 2008, Motion: # 06/32/08
Next Review Date	October 2023
Effective Date	October 2021

# ASA Executive Honoraria Policy

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## 1. Purpose

This policy complements the **Student Executive Policy** and the **Constitution and Regulations** regarding honoraria payments for Executive Committee members.

This policy governs how the Executive honoraria payments will be awarded.

## 2. Organisational Scope

This policy applies to the Executive team and the work undertaken in their respective roles. The Executive is the duly elected Executive members of the Albany Students' Association Inc.

### 3. Honorarium

Honorarium is an honorary payment in recognition of services. ASA Executive members are awarded an Honorarium payment for providing services to the Association.

Honoraria for ASA Executive is set at a general meeting of the Association.

Honoraria payments are approved at ASEC meetings. ASEC have the authority to suspend or reduce honoraria payments.

Honoraria are paid as a schedular payments and withholding tax is deducted at source.

10% of each members' annual Honorarium is withheld until receipt of final report.

A co-opted student is entitled to the honorarium for the position paid on a pro-rata basis for the period of the academic year which they hold. They are not entitled to any back payments relating to the amount of time the position has been vacated.

### 4. Portfolio Duties

General Executive members are expected to attend meetings and undertake projects in line with their respective portfolios. Progress on projects is to be shared at committee meetings.

If an Executive member does not undertake project-based work or fails to make progress, ASEC may deduct a portion of their honorarium.

### 5. Meeting Attendance

Executive members are expected to attend every Executive Committee meeting.

If an Executive member cannot attend a meeting, the Executive member must provide apologies to the Vice-President at least 24 hours prior to the start of the meeting.

Apologies are a verbal or written statement of regret for not being able to attend a meeting.

Apologies may be provided, in person, by email, text message, or telephone call or other method as agreed by the executive committee.

Apologies are to be tabled at the start of each meeting.

If an Executive member does not put in any apologies, they cannot expect any payment to be approved for them at that meeting.

In the following circumstances, if apologies have been tabled prior to the Executive Meeting, the Executive Committee may, with a 2/3 majority vote, decide to award honoraria for the missed meeting:

- Examinations - If an Executive member has an examination on the same day or following day that a meeting is scheduled.
- Sickness - This can be in the case of an Executive member, or a family member. In the case of absence for three consecutive meetings or more, the Executive Committee can request a Doctor's Certificate.
- Bereavement - A family member or a close friend.
- Work – Unavoidable work commitments that cannot be rescheduled. This can be paid employment internal or external to the Association.
- Class or group assignment meetings that cannot be rescheduled.
- Other reasonable reasons, with approval of 2/3 of the Executive Committee.
- Policy to be applied on a case-by-case basis and should be made under the principles of Natural Justice, being applied fairly and without bias.

Executive members who are denied full payment have the right to be consulted and to receive the reasons for the decision to them in writing. The Executive member shall then have a right of reply prior to appeal the decision.

## 6. Timesheets

Whilst honoraria payments are not based on an hourly rate, Executive members agree to record the time that they spend on Association business on a timesheet. The timesheets are provided to the Vice-President fortnightly.

Executive will find timesheets useful when reporting to ASEC meetings and when writing their end of semester/year reports.

Timesheet hours can be used to demonstrate the time commitment extended by Executive members to MU.

## 7. Honoraria Payments

The executive team should reach agreement with the general manager regarding a payment schedule for the honoraria. For efficiency purposes, honoraria payment will only be processed on staff payment dates (fortnightly) other than in exceptional circumstances when authorised by the general manager.

Executive members will be provided with a payment schedule.

Honoraria payments must be approved at an ASEC committee meeting.

Executive members must abstain from the vote to award their own honorarium.

Peer appraisal process to apply.

The decision to award an Executive member their honorarium should be based on a process of rigorous peer appraisal with an agreed set of guidelines for the standard of their verbal report.

This information should be communicated to the Executive-elect once their election has been confirmed, reaffirmed as part of the induction process, at the start of their term and as part of the reminder prior to the deadlines for submission of their reports.

## 8. Ability to perform role

Due to the level of commitment required for the President and Vice-President roles, it is recommended that students filling these roles do not undertake full-time study.

## 9. Absence of President

In the absence of a President, if the ASEC decides through submission and ratification of reports that the Vice-President is performing the duties of the President, the Vice-President shall be paid an honorarium at the same rate as though they were the President in place of their Vice-Presidential honorarium until the President returns to their role.

This decision is to be recorded as a motion in the minutes.

## 10. Absence of Vice-President

In the absence of a Vice-President, if the ASEC decides through submission and ratification of reports that an Executive Officer is performing the duties of the Vice-President, the Executive Officer shall be paid an honorarium at the same rate as though they were the Vice-President in place of their Officer honorarium until the Vice-President returns to their role.

This decision is to be recorded as a motion in the minutes.

## 11. Payments to Executive elected after 1<sup>st</sup> January

Payments to Executive members elected or co-opted after 1<sup>st</sup> January shall be determined on a pro-rata basis for the period of the term office remaining. E.g., for the term of office December-November, a member taking office in April would be eligible to receive 8/12 of the total honorarium for their role. They are not eligible for any back payments.

## 12. End of Semester / End of Year Reports

Written reports from Executive members are to be of exemplary standard.

Executive should seek the highest possible standard in their semester reports, and they should honestly reflect their efforts in respect of their responsibilities and achievements.

Executive members should set aside personal relationships when assessing the merit of the reports of the other members.

Executive End of Year reports will be collated into the Association's Annual Report and be made public for the membership and wider community.

Full reports can be made available upon request to the Vice-President or General Manager.

Members are encouraged to use their timesheets as a starting point for their written reports.

## 13. References

- Constitution and Regulations
- Finance Policy
- Student Executive Policy