



## DOCUMENT TRACKING

**Document:** Handbook – Amendments from SCM 15 September, 2014

**Date:** Monday 20 October, 2014

Current Handbook	SCM 2014
<p>7.5 The Treasurer shall maintain within the books and International Fund (IF) which will be credited with levies received from the States and from which expenses will be debited for:</p> <p>7.5.1 the MacRobertson Shield, Trans-Tasman events, WCF World Championship events and other international events approved by the Executive Committee; and</p> <p>7.5.2 hosting international events as approved by the Executive Committee.</p>	<p>7.5 The Treasurer shall maintain within the books three funds which will be credited with levies received from the States for the purpose of funding the cost of international events. The funds will be;</p> <p>7.5.1 The International Hosting Fund – such fund to provide for the costs of hosting World Croquet Federation and other international events such as the Trans-Tasman competitions.</p> <p>7.5.2 The International Teams Participation Fund - such fund to provide for costs of training for and participation in the</p> <ul style="list-style-type: none"> <li>• MacRobertson Shield</li> <li>• World Croquet Federation Golf Croquet Teams Competition</li> <li>• Trans-Tasman Teams Competition for both Association Croquet and Golf Croquet</li> </ul> <p>7.5.3 The World Croquet Federation Individuals Championships Participation Fund – such fund to provide some reimbursement for players competing in World Croquet Federation Championships.</p>
<p>25.5.1 The Honorary Secretary shall:</p> <ol style="list-style-type: none"> <li>1. convene, prepare the agenda for, and attend Council and Executive Committee Meetings, ensuring that proper minutes are kept of all meetings;</li> <li>2. communicate appropriately the minutes and decisions of all meetings and ensure as far as possible that decisions are carried out;</li> <li>3. keep up to date the official copy of the ACA governance documents;</li> <li>4. .be responsible for all incoming and outgoing correspondence;</li> <li>5. .investigate grant opportunities and lodge grant applications;</li> <li>6. .be responsible for forwarding to the ACA webmaster all material to be placed on the website</li> </ol>	<p>25.5.1 The Honorary Secretary shall:</p> <ol style="list-style-type: none"> <li>1. convene, prepare the agenda for, and attend Council and Executive Committee Meetings, ensuring that proper minutes are kept of all meetings;</li> <li>2. communicate appropriately the minutes and decisions of all meetings and ensure as far as possible that decisions are carried out;</li> <li>3. keep up to date the official copy of the ACA governance documents;</li> <li>4. be responsible for all incoming and outgoing official correspondence;</li> <li>5. investigate grant opportunities and lodge grant applications;</li> </ol>

	<p>6. be responsible for forwarding to the ACA webmaster all governance material to be placed on the website.</p>
<p><b>By-Law 27.4.1 – Member Protection Information Committee</b></p> <p>27.4.1 The member protection information committee consists of three persons who have completed an MPIO course and are appointed by the Executive Committee to advise the association on member protection policy.</p>	<p><b>By-Law 27.4.1 – Member Protection Committee</b></p> <p>27.4.1 The member protection committee consists of three persons who have completed an MPIO course and are appointed by the Executive Committee to advise the association on member protection policy. The committee members are Appointed Officers who are not elected annually by the Council but are appointed in accordance with By-Law 28.</p>
<p>28.1.1 Council shall establish positions for appointed officers and shall set By-Laws for each position</p>	<p>28.1.1 Council shall establish positions for employees and appointed officers and shall set By-Laws and or policies for each position.</p>
<p>28.1.3 In the event of vacancies or potential vacancies, the Executive Committee may call for applications from suitable persons interested in becoming an appointed officer. Within the 6 months following each AGM the Executive Committee may call for expressions of interest from suitable persons to apply for any position occupied by an appointed officer, and within this time publish the names of all appointments made to fill these positions for the following 12 month period;</p>	<p>28.1.3 In the event of vacancies or potential vacancies, the Executive Committee may call for applications from suitable persons interested in becoming an appointed officer. Within the last 6 months of the calendar year the Executive Committee may call for expressions of interest from suitable persons to apply for any position occupied by an appointed officer, and within this time publish the names of all appointments made to fill these positions for the following calendar year;</p>
<p><b>By-Law 28.10 – THE HIGH PERFORMANCE MANAGER</b></p> <p>28.10 ACA will from time to time call for applications from persons interested in being appointed a High Performance Manager (HPM) for the Australian team/squad. The HPM will be involved in the preparation of the</p>	<p><b>By-Law 28.10 – THE HIGH PERFORMANCE MANAGERS - ASSOCIATION CROQUET and GOLF CROQUET</b></p> <p>28.10 ACA will from time to time call for applications from persons interested in being appointed a High Performance Manager (HPM) for the Australian team/squad for Association Croquet and a High Performance Manager (HPM) for the Australian team/squad for Golf</p>

national team(s)/squad(s) for specified events, and will last for a specified time;	Croquet. The HPM(s) will be involved in the preparation of the respective national team(s)/squad(s) for specified events, and will last for a specified time;
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