

GHTA Special Event Administrative Support Policy

BACKGROUND:

Members, on behalf of GHTA, sometimes organize special events that are intended to enhance member experiences. In addition to organizing the event, the organizer may experience administrative burdens such as collecting fees and paying expenses. This policy describes a procedure to request administrative assistance.

PURPOSE:

To document the procedure regarding approval and processing of the administrative support request.

APPROVAL:

The events must adhere to GHTA goals, and generally be open to all members. The Club President or organizer must discuss the requirements with the Treasurer to ensure that the process is well understood, that no loss will be incurred by the GHTA, and fits within existing procedures. Approval must be obtained from the GHTA executive prior to proceeding.

PROCEDURE:

1. Club President to discuss requirements with Treasurer.
2. Club President to approach GHTA Executive for approval.
3. Treasurer establishes a Job Costing account to track revenues and expenditures. The usual protocol (Financial Controls and Financial Loss Prevention Policy) for issuing reimbursements is determined by existing policies.
4. Information issued to the public regarding registration fees and other fees must comply to parameters established by Club President and Treasurer regarding method of payment (cheque or PayPal).
5. If the event spans year end, provision must be made for year end adjustments.
6. At the end of the event, the allocation of the net proceeds of the event will be determined by the Club President in consultation with the GHTA Executive.
7. At all times the proceeds over expense shall be donated to the GHTA or other charitable organization.