

RESPECT, DIVERSITY AND CREATIVITY POLICY

Objectives

- To provide a framework to keep the possible tensions between mutual respect and freedom of expression balanced.
- To advise participants in FSP activities of their personal responsibilities for avoiding gratuitously offensive behaviour.
- To provide guidance to those managing FSP events on how to handle gratuitously offensive behaviour.

Policy Statement

- FSP affirms the principles of respect for others, diversity of opinion and experiences, and creative freedom of expression.
- These principles can coexist in both harmony and tension with each other.
- During FSP activities all attendees are expected to recognise the different opinions and experiences of others.
- However, attendees at events should realise that works of a confronting nature or with adult or potentially offensive language may be read from time to time.
- FSP will not publish any material which it believes has the potential to cause the organisation to be at risk of litigation or to be found in breach of legislation.
- FSP does not condone or promote gratuitously offensive¹ material or material which may give rise to legal action.
- FSP does not condone or support gratuitously offensive behaviour in its events.
- People reading or submitting works should be familiar with the FSP Code of Conduct and understand that the presentation of certain material may constitute a breach of the code and in serious cases result in expulsion from membership or being banned from events.

¹ Actions which have the potential to cause the organisation to be at risk of litigation or to be found in breach of legislation; speech or gestures that are gratuitously insulting or threatening.

Procedures

During FSP activities all people are expected to be respectful of the different opinions and experiences of others including:

- Consulting with members about content and potential sensitivities prior to public reading and taking appropriate action;
- Advising others of the nature of potentially distressing or offence material in a work prior to a public reading;
- Respecting the principles and regulations associated with human rights, anti-discrimination, hate crimes, protecting children and anti-vilification legislation;
- Acknowledging that works of a confronting nature and with adult or potentially offensive language may be read at events.

Implementation

This policy will be reviewed by each newly elected Board at the first meeting following the AGM.

The Policy was implemented by the Board on:		/ /	
Chairperson: Signature		Next review:	/ /
Reviewed:	/ /	/ /	/ /
	/ /	/ /	/ /

VOLUNTEER POLICY

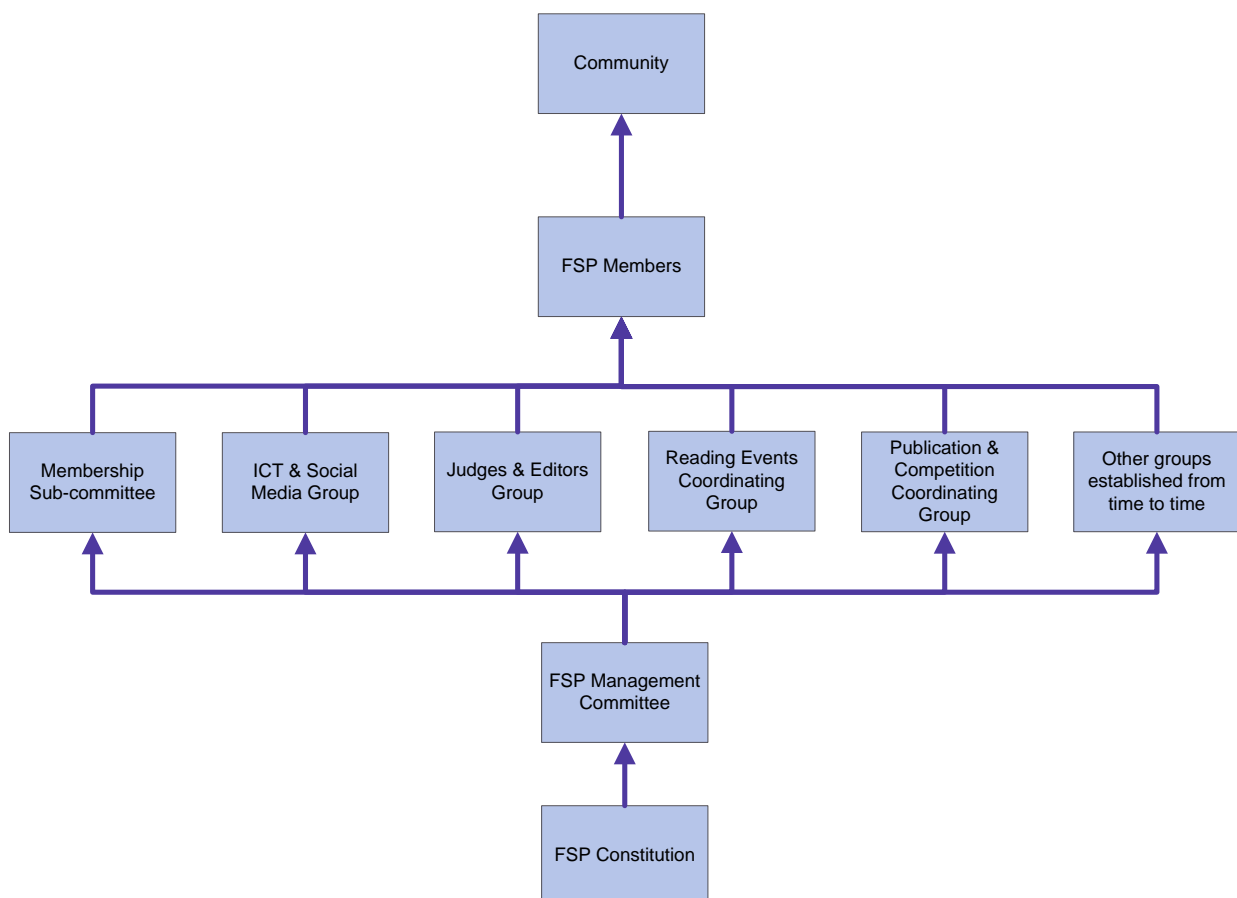
Objectives

- To encourage and promote volunteering in FSP.

Policy Statement

- FSP is an incorporated association of members who share the FSP objective to promote South Australian poetry and poets.
- The organisation is run by volunteers, without whom it cannot function. .
- FSP promotes social inclusion and recognises the important contribution that volunteers and volunteering make to the community.
- FSP encourages members and non-members to offer volunteer support in the areas of administration, governance, activity coordination, social media and writing, reading and publishing poetry.
- Various working groups exist within FSP enabling volunteers to contribute according to their interests, skills and availability.
- Volunteers are entitled to claim out of pocket expenses for costs incurred during their volunteering.

Organisational Structure



Procedures

- The member handbook will outline volunteering opportunities and roles.
- Volunteer roles and responsibilities will be clearly defined by procedures and/or role descriptions. .
- Each working group will have a Management Committee member who is responsible for convening and coordinating the group.

Each group will operate on an as needs basis

The structure of each group will vary, depending on the tasks to be undertaken, as well as the expertise and experience of those in the group.

- Volunteers will be able to claim out of pocket expenses by presenting receipts or a mileage claim to the Treasurer via the Management Committee.

Generally all reimbursements will be made by direct deposit only.

- Mentoring (using a more experienced volunteer as support) will be offered to volunteers interested in learning new skills.

Mentoring will be coordinated by the Management Committee

Implementation

This policy will be reviewed by each newly elected Board at the first meeting following the AGM.

The policy was implemented by the Board on:		/ /	
Chairperson: Signature			Next review: / /
Reviewed:	/ /	/ /	/ /
	/ /	/ /	/ /

COMPETITIONS POLICY

Objectives

- To provide guidance to the Management Committee and any subcommittees for the management and coordination of poetry competitions.
- To ensure that competition rules, judging criteria and subsequent agreements are documented and available when a competition is announced.

Policy Statements

- FSP will continue to manage and coordinate competitions based on available financial and volunteer resources.
- FSP has a rich history of providing opportunities for poets to have their work publicised and published.
- One avenue for poets and members to have their work promoted is through competitions which call for written poetry as entries to a competition of defined parameters and an identified prize (eg. publication).

More frequent competitions have included:

- New Poets Competition
- ??

Procedures

The Management Committee will approve recommendations for competitions from a Competitions Subcommittee which will be established as necessary.

Every competition proposal must contain:

- A clear objective aligned with the objects of the association
- An indication of available resources (people and financial), including any grants or sponsorship arrangements
- Eligibility criteria for authors and or written works
- Judging and or selection criteria for works
- The names of three nominated competition judges and a description of their skills, experience and proposed roles.
- Terms and conditions (refer below)
- Contract Agreement (refer below)

MEMORANDUM OF AGREEMENT

Memorandum of Agreement dated the _____ day of _____ 2013, between the Friendly Street Poets Inc (the FSP), <insert ABN>, of <insert physical address>; and <insert poets' names> of <insert physical address> (the Authors).

Recitals:

The parties desire to promote art of poetry.

The parties agree to work collaboratively and in good faith.

The parties desire to publish the work of winners of the Competition noted in *Schedule Item 1*.

Agreement:

The terms of this Memorandum of Agreement are subject to Friendly Street Poets Inc. receiving funds from an external organisation or person and to the value as identified in *Schedule Item 2*.

Friendly Street Poets Inc. will:

Publish a poetry collection by the winning authors in a publication to be titled as per *Schedule Item 3*.

Print copies of the publication as per *Schedule Item 4*.

Coordinate and pay for a launch of the publication as per *Schedule Item 5*.

Provide each author with five (5) complimentary copies publication.

Pay royalties or a commission to the authors upon the sale of each copy of the publication under the conditions set out in *Schedule Item 6*.

Provide to each author copies of the publication under the conditions set out in *Schedule Item 8*.

Promote the publication on its website.

Invite the Authors as guest speakers and readers to at least one public FSP event within six months of the launch the publication.

The Authors will:

Assist as volunteers of FSP in the launch of the publication as reasonably directed by the FSP.

License FSP to publish the copyright material in a publication with a non-exclusive license.

License FSP using the Poetry Book/Anthology License published by the Australian Society of Authors https://asauthors.org/lib/ASA_Papers/Poetry_Anthology_Licence.pdf

Authorisation:

The Common Seal of the Friendly Street Poets Inc. affixed in the presence of Board Directors:

Name: _____

Signed: _____

Name: _____

Signed: _____

and the Author(s):

Name: _____

Signed: _____

Schedule

Item 1:	Name of the competition
Item 2:	Proposed funding amount and provider
Item 3:	Name of the publication and the specifics of its form (eg. book / e-reader)
Item 4:	Number of copies of the publication
Item 5:	Proposed launch details
Item 6:	<p>Royalties</p> <p>The royalties will be a total of 10% of the recommended retail price of the publication as set by FSP as per Schedule Item 7.</p> <p>The 10% amount referred to above will be equally shared amongst the number of Authors who are signatories to this agreement.</p> <p>The royalties will be calculated every six months and paid to the Authors upon the provision of a tax compliant invoice or a <i>Statement by a supplier</i> form provided by the Australian Tax Office, (http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf) by the Authors to the FSP.</p> <p>The agreement relating to royalties will cease to be in effect after two years from the date of the launch. After this time no further royalties will be paid to the Authors.</p> <p>OR</p> <p>Commission</p> <p>Each copy is provided at the wholesale price of <insert> AUD per book, payable upon the sale of each book or six calendar months from the date the book was provided to the Author, whichever comes sooner.</p> <p>FSP will accept the return of unsold books by the Authors provided they are in saleable condition.</p> <p>For each copy of the publication sold by the Authors under this provision the selling Author will be able to earn as commission <insert> AUD.</p>
Item 7:	Recommended retail price
Item 8:	<p>Conditions for the supply of publications to authors including:</p> <p>Complementary copies; and</p> <p>Discounted copies (under the RRP); and</p> <p>Provisions for the supply of copies in advance of payment.</p>

COMPETITION TERMS & CONDITIONS

Competition Details

Name:

Opening date:

Closing date:

Winners announced:

Eligibility Criteria

Eligible authors are...

Eligible poems are...

Specifically excluded entries...

Presentation of Entries

Works are to be submitted in <insert format>...

Selection Criteria

Criterion 1:

Criterion 2:

Criterion 3:

Awards & Prizes

Entrants and their submitted works will be eligible for the following awards:

Entrants and their submitted works will be eligible for the following prizes:

Conditions of Entry

By entering the competition the entrant acknowledges, understands and agrees to the following conditions:

- To work collaboratively with the representatives of Friendly Street Poets Inc (FSP).
- To provide a non-exclusive license to FSP for the use of the entered material.
- To allow FSP to use the entered materials for the promotion of FSP.
- To do all things necessary and reasonable to enter into a formal agreement with FSP within ten (10) working days of the announcement.

- To uphold the objects, mission, values and code of conduct of FSP when representing him or herself in relation to this competition.
- FSP may at anytime without notice cancel the competition or alter the prizes and upon such action will provide entrants with a refund for any fees set by FSP associated with entering the competition.
- By submitting a work to the competition the author confirms that they have the fully intellectual property and copy write over the work submitted and will not breach any other natural persons' or organisations' rights by entering into this competition and any licensing arrangement with FSP.

Implementation

This policy will be reviewed by each newly elected Board at the first meeting following the AGM.

The Policy was implemented by the Board on:		/ /	
Chairperson: Signature			Next review: / /
Reviewed:	/ /	/ /	/ /
	/ /	/ /	/ /

Objectives

- To outline the principles and processes associated with accessing revenues through grant / funding applications and or sponsorship.

Policy Statement

- Friendly Street Poets understands that funding from government, philanthropic organisations and individuals, and commercial sponsorship may enable the organisation to obtain resources to meet its strategic objectives.
- Friendly Street Poets also understands that by receiving revenues from another source the organisation will also be required to meet certain requirements set by the funding body.
- Friendly Street Poets is committed to being accountable to funding organisations, individuals and sponsors, and its members, and the wider community, whenever it uses financial resources for an organisational activity.
- If an activity is proposed and approved by the Management Committee is unable to attract the resources required to implement the activity, the Management Committee will cancel or postpone the activity.

Procedures

Friendly Street Poets will from time to time apply for funding and or seek sponsorship for specific activities as approved by the Management Committee provided that the following assessment criteria can be satisfied:

- There is enough revenue available that would enable FSP to deliver the activity for which it is proposed.
 - ✓ e.g. The funding provided by the grant or sponsorship, plus any other resources allocated by the Management Committee will enable FSP to deliver the project outcomes.
 - ✓ e.g. If not all of the funding sought is made allocated by the funding body, can the project be scaled back or the funding be refused?
 - ✓ e.g. Is the proposal's budget realistic? Will the activity require FSP to pay a contractor to coordinate the activity and is there provision for this in the budget?
- There a documented plan or proposal relating to the project or activity which:
 - ✓ outlines how the project fits within the strategic objectives of the organisation;
 - ✓ defines the role of FSP Management Committee;
 - ✓ defines other FSP members;
 - ✓ defines the funding body and or sponsor; and

- ✓ contains an indicative timeline and budget.

- ✓ e.g. There is evidence that a realistic and achievable project has been planned and risks and opportunities associated with the activity have been considered.

- The obligations associated with the funding are realistic and FSP can deliver on its obligations if the funding is provided.
 - ✓ e.g. Does Friendly Street Poets have the capacity to report on the activity and acquit the funds?
 - ✓ e.g. Are the timelines associated with the activity and the availability of funds realistic?
 - ✓ e.g. Do the obligations require Friendly Street to engage in significant activities outside of its strategic goals?

- The funding comes from an ethical source.
 - ✓ e.g. The sponsoring organisation is known as a good corporate citizen.
 - ✓ e.g. The revenue will not have been raised through activities which are harmful to individuals or the community (eg. sales of cigarettes).

- The funding and any associated obligations will not compromise FSP's independence or the organisation's strategic objectives.
 - ✓ e.g. Will Friendly Street Poets be able to make its own decisions about the management and implementation of the activity within the framework of mutual accountability with the funding organisation.

- All applications for sponsorship, grants or funding, regardless of the source, must be approved by the Management Committee at a committee meeting.

- All contracts or agreements associated with externally provided revenues must be entered into by the organisation by application of the Common Seal under the rules set forth in the Constitution.

Implementation

This policy will be reviewed by each newly elected Board at the first meeting following the AGM.

The Policy was implemented by the Board on:		/ /	
Chairperson: <i>Signature</i>		Next review:	/ /
Reviewed:	/ /	/ /	/ /
	/ /	/ /	/ /

Objectives

- To ensure that the values and objectives of Friendly Street Poets are presented through social media and community engagement.

Policy Statement

Community Engagement

Friendly Street Poets will from time to time coordinate poetry events aimed at the general community.

Such events will:

- require the development of a formal proposal with articulated objectives, a project outline and a provisional budget; and
- be approved by the management committee.

Social Media

- Friendly Street Poets acknowledges that social media (eg. blogs, Facebook, Twitter) is valuable for communicating with its members as well as the community at large.
- Friendly Street Poets' primary communication tool is its website which is administered by the management committee.
- All Friendly Street Poets' posts or comments via social media will refer back to the website as the primary and authoritative source of information.
- Where the social media platform is interactive (i.e. open for public comment) Friendly Street Poets reserves the right to moderate or delete posts which are not consistent with the values, policies and objectives of the organisation.

Procedures

Community Engagement

- Members seeking to facilitate a community based activity are required to develop a proposal and submit it to the management committee for consideration.
- The management committee will notify the proposer of the committee's response.

Social Media

- The management committee will nominate a person from amongst its members a Communications Officer who will be responsible for the management of the website and social media platforms.
- This person will have the right to:

- ✓ post / email on behalf of the management committee; and
- ✓ moderate public comment on Friendly Street Poets social media sites;
- and the responsibility to:
 - ✓ maintain the accuracy of information; and
 - ✓ post important notices on the website, via social media and through email groups.

All online media will quote the policy statements of the Freedom of Expression Policy and the following disclaimer:

Poetry, other publications, links and comments on this site may from time to time include material which may be offensive to certain members of the community or contain adult content. Friendly Street Poets does not take responsibility for the content of comments posted by individuals or materials posted in good faith under the provisions of the Friendly Street Poets' Freedom of Expression Policy. By accessing Friendly Street Poets' online materials you agree that you are of a legal age to do so and you acknowledge this site may contain offensive or adult material. Friendly Street Poets will take reasonable steps to ensure that posts or comments which constitute gratuitously offensive behaviour or material are removed when discovered or reported.

Implementation

This policy will be reviewed by each newly elected Board at the first meeting following the AGM.

The Policy was implemented by the Board on:		/ /	
Chairperson: Signature		Next review:	/ /
Reviewed:	/ /	/ /	/ /
	/ /	/ /	/ /

PUBLISHING POLICY

Objectives

- To guide the activities of Friendly Street Poets in relation to the publication of works by members and non members
- To ensure compliance with Friendly Street Poets' values, policies and objectives.

Policy Statement

- Friendly Street Poets will publish the work of members and non members as an activity which promotes poets and poetry.
- Only members will be eligible to have works published online or in print in the following publications:
 - ✓ The Friendly Street Poet's Website
 - ✓ The annual anthology / collection
- Competitions may be eligible to members and non members as per the competition rules established by the management committee.
- Publication refers to the presentation of poetry online (website / social media) and in print (books, anthologies and collections).
- Friendly Street Poets supports the notion of an author's right to present their work for publication by other means provided that such activity does not infringe upon the rights of Friendly Street Poets.
- All publishing will occur based on the understanding of the author and Friendly Street Poets that by submitting works for publication the author provides Friendly Street with a non-exclusive license to publish the material.
- Friendly Street Poets will not publish any printed materials at a cost greater than \$100 unless there is a written agreement between the organisation and the authors (refer Competitions Policy).
- Major publications will occur according to the Publications Schedule however Friendly Street Poets management committee may alter the publishing schedule or cancel a publication at any time where resources (financial and volunteers) are not available.
- When publishing Friendly Street Poets retains all rights to include, exclude and edit works.

Procedures

- The Management Committee will appoint from its members a person responsible for the coordination of publishing activities including books, online and competitions.
- The Publishing Coordinator will, in collaboration with members, develop a triennial publishing schedule outlining the major publishing activities for each three year period.

- The incoming management committee will review the publishing schedule after the AGM.
- The publishing schedule will be posted on the website.
- In collaboration with the Communications Officer the Publication Coordinator will maintain moderation rights over the publishing of online materials.
- The publishing coordinator will recommend to the management committee judges and or editors as required for competitions and printed publications.

Implementation

This policy will be reviewed by each newly elected Board at the first meeting following the AGM.

The Policy was implemented by the Board on:		/ /	
Chairperson: <i>Signature</i>		Next review:	/ /
Reviewed:	/ /	/ /	/ /
	/ /	/ /	/ /

MEMBERSHIP POLICY

Objectives

- To describe information pertaining to membership of Friendly Street Poets including rights, responsibilities, classifications and other conditions.
- To ensure that members and non-members have an understanding of the opportunities available and responsibilities of membership of FSP.
- To fulfill the obligations of the constitution of FSP.

Policy Statements

- FSP affirms that membership is the essential foundation of the association. Without members there cannot be the Friendly Street Poets Association.
- Member-based incorporated associations add value to the community and promote social inclusion.
- Members of FSP actively contribute to the vision, mission and objectives of the association.
- Members value the work of FSP and join others in support of this work.
- Members are eligible for additional benefits not provided to non-members.

Categories of Membership

The forms of membership following confer full rights, responsibilities and opportunities of FSP membership upon the member.

- Individual full membership is provided for individual persons.
- Organisational membership is provided to enable interested organisations to join FSP.
 - ✓ where an organisation joins as a member of FSP the organisation will provide:
 - ✓ one nominated representative person (may be a position e.g. Management Committee Chairperson);
 - ✓ organisational contact details
 - ✓ organisational membership entitles the organisation to one vote at any members' meeting; and
 - ✓ an organisational representative may not stand for election to the Management Committee unless they are a member in their own right and stand as an individual; and
 - ✓ organisational membership will be greater than the individual membership fee.
- Individual concessional membership is provided to individuals entitled to pay a reduced annual membership fee.

The concessional fee will be:

- ✓ at least **X%** of the full fee; and

- ✓ will only be offered to an individual who along with their membership application provides proof of entitlement for concession as a full time student or Centrelink Pension or Health Care Card holder.
- Life Membership
 - ✓ From time to time a member may be identified who has consistently provided outstanding service and or contribution to FSP over many years.
 - ✓ The Management Committee may nominate to a membership meeting such a person for Life Membership.
 - ✓ If approved by the membership meeting the member will be granted life membership which allows for their permanent membership of FSP without paying an annual membership fee.

Rights, Responsibilities and Opportunities of Membership

Members have the following *rights*:

- to have poetry considered for publication in electronic and print media by FSP according to the FSP Publishing Policy
- to vote at a members' meeting
- to stand for election to the Management Committee of FSP
- to participate in members' only events
- to nominate for volunteer roles within FSP (e.g. editor, master of ceremonies)

Members have the following *responsibilities*:

- to uphold and support the association to achieve its vision and mission
- conduct themselves according to the FSP Code of Conduct
- to pay the appropriate annual membership fee

Members have the following *opportunities*:

- to promote pertinent events through the FSP's networks and members

Non-members are not eligible to have work considered for publication in the annual FSP reader but may submit works to be published online.

Procedures

- To become a member a person or organisation must apply using the membership form, pay the annual subscription fee, and be accepted by the Management Committee Membership Subcommittee .

- Upon being granted membership a member will be issued with a membership card which must be presented at FSP events to access member benefits.

Membership Subcommittee and Register

The Management Committee will establish a subcommittee of three to five FSP members, including at least one Management Committee representative, who will form the Membership Management Committee Subcommittee.

A Management Committee representative will chair the subcommittee.

The subcommittee will:

- consider and approve applications for membership; and
- recommend to the Management Committee when a membership application should be rejected on grounds of individual character or previous misconduct; and
- implement the FSP Misconduct and Grievance Policy; and
- keep an up to date register of member’s names, financial status and contact details.

The full Management Committee will be required to:

- ratify or overturn any recommendation that an application for membership be rejected; and
- be the body of appeal for the purposes of actions taken under the FSP Misconduct and Grievance Policy.

Any application for membership which is rejected by the Management Committee will entitle the applicant to a full refund of their annual membership fee.

Membership Fees

- Individual Fee \$10
- Organisational Fee \$20
- Concessional Fee \$5

Implementation

This policy will be reviewed by each newly elected Board at the first meeting following the AGM.

The Policy was implemented by the Board on:		/ /	
Chairperson: <i>Signature</i>		Next review:	/ /
Reviewed:	/ /	/ /	/ /

	/ /	/ /	/ /
--	-----	-----	-----

CODE OF CONDUCT

**** This code of conduct shall be part of the membership application form ****

This code of conduct outlines the behavioural expectations placed upon members of the Friendly Street Poets Association Incorporated.

Members are expected to conduct themselves in a manner which supports the mission, values and objects of the association and its policies.

Copies of Friendly Street Poets policies are available from the website at

<http://friendlystreetpoets.org.au/>

These expectations are summarised in the Friendly Street Values as follows:

- A belief in the power and beauty of words
- Responsible freedom of expression
- Encouragement of creativity
- Respect for different opinions
- Celebration of diversity
- Community engagement
- Co-operative participation

Behaviours which are incongruous with these values may result in membership being withdrawn or a person being asked to leave a Friendly Street Poets event.

Examples of unacceptable behaviour include:

- Verbal or physical violence
- Bullying, harassment or discrimination
- Gratuitously offensive behaviour
- Plagiarism

If members find themselves in conflict with each other or with a committee of the association the expectation is that the disputing parties will attempt to resolve the conflict through discussion and in good faith.

Where such a resolution cannot be reached a member may lodge a grievance with the Membership sub-committee.

Matters relating to this code of conduct may be referred to the Membership sub-committee for consideration as either grievances or allegations of misconduct.

MISCONDUCT AND GRIEVANCE POLICIES

Objectives

- To provide a clear process for managing conflict, grievances and alleged inappropriate behaviour by members of Friendly Street Poets or its internal groups or committees who are acting on behalf of Friendly Street Poets.
- To apply principles of fairness, transparency and natural justice to the management of alleged misconduct and grievances.

Policy Statements

- As a volunteer-run association, Friendly Street Poets understands that conflict can be harmful to individuals and the membership.
- The organisation is committed to providing a fair and transparent process by which conflict or misconduct can be handled.
- The Management Committee ('the Committee') is empowered by the Constitution to investigate and resolve conflict, allegations of misconduct and grievances in relation to Friendly Street Poets' activities.
- Dealings between the Committee and all persons involved in a misconduct or grievance issue shall follow the principles of natural justice. This means that these persons shall be informed of any allegations or statements made about them and given a chance to respond.
- Any decision made by the Committee to effect an outcome to the issue shall be impartial based upon the information and associated communications available to the Committee.
- If the Committee believes that additional inquiry will assist it in effecting an outcome, it may enquire further into the issue under consideration in any legal manner that it thinks fit.

Processes

Grievances

Where a decision or action is made by a committee, group or an individual member of Friendly Street Poets ('the Respondent') which causes concern for another member ('the Complainant') the following may occur at the initiative of the Complainant:

- The Complainant shall initially attempt to resolve or clarify the matter directly with the Respondent as soon as practical after the action that has caused concern.
- If the matter remains unresolved, the Complainant can refer the matter to the Management Committee chairperson or the Membership Committee chairperson as a formal grievance.

- The referral must be in writing: it must clearly set out the identity of the Respondent, what the grievance is and what resolution the Complainant wants.
- The Membership Committee chairperson will present the grievance to the Membership Committee which will consider the relevant issues, communicate with the parties involved and determine a resolution.

Allegations of Misconduct

Where a member is alleged to have breached the code of conduct, their behaviour may be referred by a concerned party ('the Complainant') in writing to the Management Committee or Membership Committee.

The Management Committee shall:

- Refer such matters to the Membership Committee for initial consideration.

The Membership Committee shall:

- Consider the referral.
- If it decides not to proceed with investigating the allegation, it shall inform the Complainant, in writing, of its reasons for that decision; or
- if the Committee considers the allegation to be of concern, it shall proceed to investigate it.
- If there is reasonable evidence that the allegations are substantiated then the Committee shall determine a resolution which may include expulsion from Friendly Street Poets membership.
- In relation to the expulsion of a member, the Committee shall apply the processes as outlined in the constitution.

Outcomes

Where the Committee has investigated and determined the resolution to a grievance or an allegation of misconduct it shall inform all interested parties of its determination in writing.

Appeal

Where any of the parties seeks a review of any decision made by the Membership Committee under this policy they may appeal in writing to the Management Committee.

- The referral should give reasons justifying the appeal.
- The Management Committee will consider the appeal and determine an outcome.
- The Management Committee's outcome will be final.

Outcomes

Where the either the Management or Membership Committee has investigated and determined the resolution to a grievance or an allegation of misconduct it shall inform all interested parties of its determination in writing.

Implementation

This policy shall be reviewed by each newly elected Board at the first meeting following the AGM.

The Policy was implemented by the Board on:		/ /	
Chairperson: Signature		Next review:	/ /
Reviewed:	/ /	/ /	/ /
	/ /	/ /	/ /

TEMPLATE: POLICY

Definition / Description

Describes what the policy relates to (eg. publishing) and defines key terms (eg. publishing refers to the distribution of poetry in both print (eg. anthologies) and electronic (eg. website) media.

Answers questions such as:

- Why do we have this procedure?
- What does it achieve?
- How does it help?

Principles Or Policy Statements

Broad policy statements: eg. Publishing is a primary activity of FSP

- Publishing is the activity whereby....
- FSP desires that a wide range of styles and topics will be published
- FSP seeks to ensure that members can access publishing opportunities
- FSP affirms the obligations which arise from legislation regarding racial vilification, privacy, and discrimination.
- Publishing costs arising from publishing activities will only take place where a net surplus or break even financial result can be achieved.

Procedures

The procedures aligned with the policy are broader statements describing activities. They are less detailed however they clearly describe the steps the Management Committee will take.

Eg. FSP will: develop a triennial publishing schedule for competitions and print publications
form a Subcommittee with Terms of Reference to manage the publishing schedule, and selection, moderation, editing and judging of submitted works.

Implemented

The Policy was implemented by the Board on:		/ /	
Chairperson: <i>Signature</i>		Next review:	/ /
Reviewed:	/ /	/ /	/ /
	/ /	/ /	/ /

APPENDIX 5: FSP PROCEDURES

The following procedures will flow from the governance documents above and either be stand alone documents or incorporated in a procedures section of the policy.

Activity / event proposals	Competitions (categories, rules, frequency)
AGM	Door procedures
Agreement between FSP and poet(s) being published	Event calendar
Application for grants	Member discipline and misconduct
Management Committee meeting procedures	Membership form
Book launches	Publications (categories, rules and frequency)
Competition categories	Set up and pack up of regular events
Competition rules	Cashing handling / Banking
Chairperson position description	Secretary position description
Judges selection criteria and position description	Treasurer position description

DRAFT DOOR PROCEDURES AT READING EVENTS

Purpose:

- To provide volunteers on the door (volunteers) with information to enable them to successfully manage the door during a poetry reading event.
- To ensure that monies collected are managed transparently.
- To facilitate an orderly process for poets to nominate as readers on a reading night.

Equipment:

All equipment will be stored in a plastic container (Door Equipment) and is available to be collected from <LOCATION> by contacting <PERSON> on <NUMBER>

- Petty cash tin
- Cash collection record
- Pens
- Membership forms
- Reading Nomination Book
- Member handbooks

Procedure:

Set up

- Pick up the Door Equipment
- Arrive approximately 30 minutes before the event.
- Set up a table and chairs near the door, put out membership forms and handbooks.
- At a second table set up the Reading Nomination Book.
- Count the float
- Prepare the cash collection record.

Sample

Date	/ /				Venue					
Door fees (\$5):	N°	\$			Starting float:	\$	Remaining float:			\$
Memberships (\$n):	N°	\$			Total taken:	\$	Total banked:			\$
Volunteer 1:										
	Name					Sign				
Volunteer 2:										
	Name					Sign				
Cash to bank by:										
	Name					Sign				
\$100	\$50	\$20	\$10	\$5	\$2	\$1	50c	20c	10c	5c

Entry Records & Cash Handling

- Two volunteers are required to collect and record the cash taken as door fees. One person collects the cash the other counts the number of paying attendees
- By the end of the event cash should be counted and the cash collection record completed and signed.
- Cash to be banked is given to the Treasurer

Reading Nomination

- Volunteers ensure that the reading times for invited guest poets are recorded in the Reading Nomination Book prior to the event.
- Poets seeking to read that evening are to be directed to complete the Reading Nomination Book.
- Access to the book for nomination is on a first come first serve basis.

Banking

- Collected cash are to be banked within 48 hours of the event.
- The treasurer ensures that monies taken as fees and as membership are entered into the ledger separately.

Membership

- Volunteers may encourage attendees to join as members and distribute / make available membership forms.
- Membership forms will only be collected by volunteers only if accompanied by full annual subscription payment.
- Completed membership forms are to be given to the Board Membership Coordinator at the end of the event.

Pack Up

- Volunteers are required to pack up all equipment.
- Equipment is to be returned (details above) within 48 hours

Implemented

The procedure was implemented by the Reading Event Subcommittee on:		/ /	
Chairperson: <i>Signature</i>		Next review:	/ /
Reviewed:	/ /	/ /	/ /
	/ /	/ /	/ /

TEMPLATE: PROCEDURES

Purpose:

- Why do we have this procedure?
- What does it achieve?
- How does it help?

Equipment

All equipment will be stored HOW & WHERE and is available to be collected from <LOCATION> by contacting <PERSON> on <NUMBER>

- Equipment
- Equipment
- Equipment
- Equipment
- Equipment
- Equipment

Procedure

- Step by step procedures
- Only single sentence per point
- No adjectives or adverbs
- Flowchart if it helps
- Subheadings if required
- Facts not rationale
- Needs to be able to be read and understood by a person unfamiliar with the task

Implemented

The procedure was implemented by XXX Subcommittee on:		/ /	
Chairperson: Signature		Next review:	/ /
Reviewed:	/ /	/ /	/ /
	/ /	/ /	/ /