



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED

Administrative Instruction 15/2011

Education Team-Presentations: Administration and Training Guidelines

Introduction

1. Persons associated with Education Team presentations do so as a component of the VVAA State Executive Education Committee. The aim of this AI is to provide guidelines to ensure all persons engaged in these activities are accredited and that presentations are subject to transparent analysis to ensure the reputation of the Association is not adversely affected.
2. The documentation relating to this subject is extensive: a copy will be made available upon request from the State Office.

Authority

Executive Council Meeting: **20th February 2011**

ADMINISTRATION AND TRAINING GUIDELINES

INTRODUCTION

The following guidelines have been developed and agreed by the VVAA State Executive following input from the Education Team-Presentations (the 'E-Team').

Persons associated with E-Team displays/presentations do so as a component of the VVAA South Australian Branch, administered by the VVAA State Executive Committee. The National and South Australian Constitutions and relevant Administrative Instructions apply to all members of the E-Team.

It is acknowledged that Vietnam veterans will continue to accept speaking engagements in relation to their experiences in SVN but if those persons are not part of an E-Team, or officially representing a VVAA sub-branch, they will be deemed to be appearing as individuals and must not present themselves as otherwise.

These Guidelines may be amended from time to time as required by either the State Executive or the E-Team Committee. All amendments are to be agreed by the State Executive.

CONTENTS

ET-1 ADMINISTRATION

1. Committee composition
2. Committee Responsibilities
3. Meetings
4. Reports to E-Team Committee
5. Reports to VVAA State
6. Contact lists
7. Standard documents
8. Compliance with guidelines

ET-2 FINANCIAL MANAGEMENT

1. Monetary donations
2. Petty cash
3. 'Officeworks' card
4. Purchase of display items
5. Expense records

6. Reimbursements
7. Financial Report
8. Budget Report
9. Grants

ET-3 PROPERTY MANAGEMENT

1. Register of Assets

ET-4 TRAINING

1. Pre-requisites
2. Induction
3. Workshops
4. Accreditation
5. Mentoring
6. Training Evaluation
7. Selection
8. Profiles

ET-5 ACTIVITY MANAGEMENT

1. Coordination
2. Boundaries
3. Activity management
4. Booking procedure
5. Management and conduct of activities
6. Quality control
7. Display restrictions

ET-6 POSITION DESCRIPTIONS

Coordinator
Secretary
Treasurer
Office Manager
Team Leaders
Webmaster

ET-1 ADMINISTRATION

1.COMMITTEE COMPOSITION

The Committee shall comprise the following positions:

- Coordinator

- Secretary
- Treasurer
- Office Manager
- Team Leaders
- Webmaster

All committee positions may be filled by an accredited E Team member or other interested person as appropriate. All committee positions are to be filled by normal election process at the AGM. New appointments are to be ratified by a majority vote of members in attendance at any general meeting.

2. COMMITTEE RESPONSIBILITIES

The Committee is responsible to, and reports directly to, the VVAA State Executive Education Committee for the conduct of E-Team activities. Refer to item ET6 for a list of specific responsibilities.

3. MEETINGS

All meetings are to be conducted whenever possible no less than three weeks prior to a scheduled State Council Meeting.

- Committee Meetings Quarterly -3 weeks prior to State Council meetings
- General Meetings: Twice yearly (After 1st & 3rd school terms): the first meeting of the year will be the AGM.
- Special Meetings: At any time when considered necessary by the majority of the Committee.

4. REPORTS TO E-TEAM COMMITTEE

All Committee members are to prepare reports in the standard format to be tabled and discussed at scheduled meetings, including the following:

Treasurer (Financial report to be included in 2nd & 4th quarters)

Office Manager. (To include any changes to Team contact details)

Webmaster's Report. (Summary of any significant changes)

Team Leaders Reports (changes to R of A, contact details, etc)

If a member is unable a scheduled meeting, the appropriate report is to be submitted to the Secretary prior to the meeting.

5. REPORTS TO VVAA STATE

A quarterly report is to be provided to the VVAA State Executive Education Committee at least 7days prior to the scheduled State Council Meetings-to contain a summary of significant changes, developments & initiatives or any item/s requested to be included. An annual report of E-Team activities is to be presented by the Coordinator at the VVAA State

Council AGM as part of the VVAA State Executive Education Committee report.

Reports are to be prepared using a standard report format.

6. CONTACT LISTS

The Coordinator maintains the following contact lists

E-Team Members Contact List: Containing all accredited members contact details. Team Leaders are to advise the Secretary immediately changes occur and these are to be included in quarterly Team Leader reports.

Organisation Contact List: All school & other organisation contact details. To ensure all Team Leaders are aware of the contact name, timings and meeting place at a school or other venue.

7. STANDARD DOCUMENTS

The following standardised documents are to be used for all correspondence.

Booking Form [MS Word]

Booking Schedule [MS Excel]

Letter of Confirmation of Booking [MS Word]

Letter of Thanks to Organisation [MS Word]

Contact Databases [MS Excel]

Register of Assets [Appendix 7] [MS Excel]

Feedback Response Form [MS Word]

[The following documents will be restricted to Coordinator use only]

Certificate of Accreditation [MS Word]

Certificate of Appreciation [MS Word]

8. COMPLIANCE WITH GUIDELINES

Veterans' participating in the program are to be aware of the content of these guidelines which is to be included in training modules.

Any member found in serious breach of these guidelines may, at the discretion of the Committee, or the State Executive Education Committee, have their accreditation withdrawn and will have right of appeal under VVAA guidelines.

Conduct which may warrant dismissal includes:

Obscene or racist behaviour or language

Aggressive or disrespectful behaviour towards students, school staff, fellow E-Team members or members of the State Executive

Attending presentations whilst under the influence of any substance that affects your presentation

Embellishing service records

Inappropriate or insensitive conduct during presentations

Knowingly making false statements during presentations

Fraudulent behaviour

A report on the circumstances is to be provided to the State Executive.

ET- 2 FINANCIAL MANAGEMENT

1. MONETARY DONATIONS

No E-Team member is to accept personal payment for participation in a presentation.

Although all disbursements will be through the State Branch General Account, members are to be mindful of the *Patriotic Funds Regulations 2001* which require that all monies received must be banked by the State Treasurer within a prescribed time: the prescribed time is 7 days beginning on the day on which the money is received by or on behalf of the trustees.

Details of all donations are to be notarised on the Booking Form and forwarded to the State Treasurer with a "Letter of Thanks" signed by the Team Leader or presenter within two days. He will prepare a receipt and mail it with the letter to the donor organisation

All details including the Receipt No. are to be recorded by the Treasurer and a copy of these details will be sent to the appropriate Team Leader.

2. PETTY CASH

The Treasurer will be issued with a petty cash advance by the State Treasurer as a float for day to day purchases. It is not intended that travel and accommodation expenses be met from these monies. The float will be replenished as required.

3. 'OFFICEWORKS' CARD

The card may be used for all photocopying not able to be processed through the State Office. Receipts are to be retained and passed to the Treasurer when the card is expended.

4. PURCHASE OF DISPLAY ITEMS

Display items exceeding \$100.00 must be approved by the State Executive Education Committee prior to purchase. All items are to be recorded in the R of A.

5. EXPENSE RECORDS

Team members intending to seek reimbursement for expenses under the current Administrative Instruction will require the following:

A vehicle logbook to record all eligible kilometers travelled.

Receipts for petty cash and accommodation expenses and any display material expenses.

6. REIMBURSEMENTS

Members will be reimbursed by the State Treasurer (by cheque) for all travel and accommodation expenses incurred as a direct result of E-Team activities on production of receipts/ certified documentation. Claims are to be submitted directly to the State Treasurer no less frequently than monthly.

7. FINANCIAL REPORT

The Treasurer is to prepare a financial report for perusal at each quarterly meeting of the Committee, to be submitted as part of the report to the State Executive Education Committee.

8. BUDGET REPORT

The Treasurer is to prepare a revised budget report for discussion every six months, (after the 2nd and 4th school terms).

9. GRANTS

A sub-committee may be formed to explore and apply for grants to assist in supporting and maintaining this program and may develop a package suitable for presentation to all grant sources. Any applications must be forwarded through the State Executive Education Committee and any monies received must be immediately forwarded to the State Treasurer.

ET- 3 PROPERTY MANAGEMENT

REGISTER OF ASSETS

The VVAA State Branch is liable in the case of loss or damage of E Team property. To ensure that assets are legally accounted for and items can be re-located to meet display or training requirements, a detailed Register of Assets (R of A) is to be maintained. This is to contain a complete list of items held by the E-Team (whether purchased, or donated), or on loan. For any loaned item, the R of A is to record the name and contact details of the original donor.

Personal items on loan are the responsibility of the individual who has possession.

A copy of each Regional Team R of A (including periodic revisions as they occur) is to be provided to the Secretary and a copy (including valuations-if possible) to the State Treasurer.

Any Items loaned/transferred to another Regional Team for display or presentation purposes at the discretion of the Team leader must be clearly noted in the appropriate R of A.

If a Team no longer has need of an item, it may be transferred to another Team, returned to the original donor, or be donated to the National Vietnam Veterans Museum and the R of A must be recorded as such.

If a Regional Team ceases to participate in E-Team activities, any items held are to be returned to the Secretary who will reallocate them to another Team, return the items to the original donors, or forward them to the National Vietnam Veterans Museum. A record of such action must be made in the R of A

Should the E-Team cease to exist, any items purchased, donated or loaned by a VVAA sub-branch are to be returned to that entity or if purchased from VVAA funds are to be transferred to the National Vietnam Veterans Museum.

ET- 4 TRAINING

1. PRE-REQUISITES

- All candidates must be financial members of the VVAA, be familiar with the contents of these guidelines, and have a working knowledge of procedures.
- All candidates must be willing to undergo a Security check
- All candidates, excluding trainees, must be advised that they are to be accredited before taking an active part in any formal presentations.

2. INDUCTION

Induction consists of attendance at a training workshop and attending at least two presentations as an observer, then two as a participant before being proposed for accreditation by the Team Leader to participate actively in formal presentations.

3. WORKSHOPS

Workshops will be conducted when the need arises.

ACCREDITATION

Team Leaders are to advise the Secretary when a new member may be accredited as a presenter.

The Office Manager will maintain a register of accredited presenters.

MENTORING

Team Leaders are to act as mentors or appoint mentors for new members until they are confident to participate in presentations.

TRAINING EVALUATION

Team Leaders are to evaluate individual and Team presentations on a continual basis to ensure consistency and quality of presentations.

State Executive Education Committee members or members of the State Executive may observe any presentations or displays without the prior knowledge of the Coordinator or Team Leader.

SELECTION

The final selection of participants remain solely the responsibility and at the discretion of the Team Leader.

PROFILES

Team members are requested to provide a brief personal profile to their Regional Team Leader and the Coordinator. This will enable more effective development of team compositions through differing experiences in SVN.

ET-5 ACTIVITY MANAGEMENT

1. COORDINATION

The Coordinator is primarily responsible for coordinating bookings and major displays, including the allocation of display and presentation tasks in consultation with Team Leaders.

Team Leaders are responsible for coordinating and managing presentation or display tasks allocated to their Team.

2. BOUNDARIES

Only general operational boundaries are to be defined. These boundaries are to be flexible and are to be agreed by all Team Leaders. If necessary, tasks may be allocated outside these boundaries.

3. ACTIVITY MANAGEMENT

In general, all bookings are to be coordinated by the Office Manager to ensure equitable allocation to Regional Teams.

Regional Teams are to notify the Coordinator or Office Manager of any bookings they receive and to forward completed 'Booking Forms' as soon as details are known.

Short Notice Activities The Regional Team will accept the task and allocate a presenter, then advise the Coordinator verbally who will provide the necessary assistance to complete the task.

The Team Leader will ensure that the follow up forms are completed including a Booking Form as soon as possible after the event.

4. BOOKING PROCEDURE

All requests for bookings are to be referred to the Coordinator with proposed dates, timings, any special requests and anticipated audience numbers.

Team Leaders are responsible for submitting an activity Booking Form to the Office Manager for all bookings they receive.

The Coordinator is to allocate bookings to Regional Teams as they become available.

The Team Leader is to send a booking confirmation on receipt of the Booking Form

The Office Manager will maintain a booking schedule and will forward to Team Leaders at least monthly.

Booking Confirmation: The Team Leader will send a "Booking Confirmation Letter" to each organisation.

Booking Follow Up: The Team Leader will prepare a "Letter of Thanks" for any donations received. The donation and letter will be sent to the State Treasurer within two days.

The Treasurer will note the donation for inclusion on the budget report. The State Treasurer will send the letter and receipt to the donor. [Refer ET-2 Financial Management.]

5. MANAGEMENT & CONDUCT OF ACTIVITIES

Special Activities & Displays The Coordinator (or such person otherwise delegated by the Committee) will determine the content, layout and space allocation of all exhibitions

Presentations: Team Leaders will determine the layout, selection and space allocation of display items. Items must comply with current guidelines.

6. QUALITY CONTROL

Presentation Performance: Team Leaders are to conduct ongoing evaluation of individuals to ensure consistency in the quality of presentations and display.

Feedback Forms: These are offered to all principal contacts at activities with an invitation that they be passed to participants for the purpose of monitoring the reaction to the activity. This will provide a means of ensuring quality and consistency of activities and that the activity reached the expectations of the organisation.

Evaluation of feedback: This will be reviewed by the Regional Team Leaders who will liaise with Committee to provide a process of continual improvement and positive reinforcement to teams and ensure the continued support of the VVAA State Executive.

7. DISPLAY RESTRICTIONS

School Presentations

Some items are to have limited access. These include:

Weapons These are to be secured in such fashion that unauthorized persons cannot handle them. This includes models or original; rifles, grenade launchers, pistols, intended for use as display in presentations.

Blades are to be secured such that they cannot be handled.

The consent of school staff, in relation to display items, does not override these guidelines.

ET-6 POSITION DESCRIPTIONS

1. THE CO-ORDINATOR IS RESPONSIBLE FOR THE FOLLOWING ACTIVITIES:

- Represents the Team on the State Executive Education committee
- Acts as liaison officer between the E-Team and State
- Is Chairman for meetings
- Coordinates Regional Teams
- Ensures that all information is processed and sent to the Secretary.
- Co-ordinates static displays. (Display space, content, & area, etc.)
- Coordinates the allocation of presentations to Regional Teams
- Coordinates support for Regional Teams
- Coordinates specialist presenters
- Is delegate for State Council AGM & presents report
- Liaises with educational organisations.
- Liaison with other ESO's
- Actively seeks new presentations/schools
- Arranges the supply & up-grade of presentation materials.
- Co-ordinates specialised Team workshops.
- Follows up opportunities for special presentations.
- Evaluates results of Regional Team surveys
- Develops new concepts in presentations.

2. The Secretary is responsible for the following activities:

- Receives and actions all correspondence
- Compiles administration report from committee members for State Council meetings
- Compiles agendas for meetings
- Compiles and distributes minutes from meetings
- Controls and updates E-Team Asset Register
- Holds and maintains member register
- Holds and maintains accreditation register
- Maintains an Email access listing for correspondence
- Ensures all relevant information is forwarded to each Team Leader

3. The Treasurer is responsible for the following activities:

- Is responsible for receiving petty cash from the State Treasurer for day to day minor expenses of the E-Team and for accounting for those monies by means of vouchers or cash, as and when required.
- Is responsible for recording donations and ensuring they are forwarded to the State Treasurer within two days, regardless of who initially receives the donation.
- Maintains financial records for the committee

4. THE OFFICE MANAGER IS RESPONSIBLE FOR THE FOLLOWING ACTIVITIES:

- Accepts and logs all telephone bookings

- Sends allocated bookings to Team Leaders
- Assists with administration support for Regional Teams
- Maintains central office administration records
- Maintains the booking schedule
- Sends updated copy of the booking schedule to all Team Leaders monthly or as required
- Ensures donations are forwarded with an accompanying 'thank you' letter to the State Treasurer within two days
- Compiles a monthly financial report for committee meetings
- Compiles a monthly administration report for committee meetings
- Books overnight accommodation as required
- Assists the Coordinator as required

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5. **The Team Leader** is responsible for the following activities

- Is responsible for day to day conduct of a Regional Team
- Confirms bookings
- Keeps members up to date with E-Team activities
- Provides guidance for members
- Actively recruits suitable additions to Regional Team
- Advises Coordinator for accreditation of suitable members
- Ensures donations received by his Team are forwarded with an accompanying 'thank you' letter to the State Treasurer within two days
- Represents his Team at committee meetings
- Provides a report of Team activities to each Committee meeting
- Supports new members and evaluates their progress towards accreditation
- Coordinates school presentations, including display materials and attendances
- Maintains Team training in respect to new developments
- Ensures all members maintains a travel logbook for reimbursement of expenses
- Liaises with local organisations for Team support
- Liaises with local schools/colleges to increase the presentation medium
- Monitors presentations by members
- Compiles a report of activities and Team changes for submission to committee meetings

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6. **The Webmaster** is responsible for the following activities:

- Maintains the E-Team website & ensures it is fully operational
- Ensures information placed in the public domain is current, accurate and relevant
- Provides reports for committee meetings

Approved by State Committee: