



Guidelines to Attending, Bidding and Hosting a Skål International Australia National Assembly and Annual General Meeting

Background:

In Australia the National Committee, made up of the Club Presidents and/or the nominated delegates and the Executive Committee of Skål International Australia (SIA), meet twice a year.

1. The Annual General Meeting (AGM) and National Assembly (NA) is held late March each year.
2. The mid-year meeting National Assembly (NA) is held during August/September.

These meetings are open to all Skålleagues with each club requested to send at least one voting delegate. Clubs with more than 66 members are entitled to send two voting delegates. The meeting is conducted from Friday evening to Sunday morning with the formal National Assembly meeting (including AGM where applicable) taking place on the Saturday.

The **National Committee** comprises the voting delegates from each of the Clubs, who must be an Active, Life or Retired members of their Club. Retired members may not however, hold representative office.

All Clubs are requested to submit their [President's Report](#) and Financial Statements to SIA Secretary prior to the March AGM /National Assembly - preferably concurrent with submitting "[Form 2](#)" to Skål International with a copy to SIA Secretary. While the Form 2 is not officially required by Skål International until early April, Australian clubs are required to have the Form 2's submitted prior to the National AGM.

All Clubs must be financial with Skål International and Skål International Australia (capitation fees due in respective accounts not later than February 28) with updated membership lists forwarded to both to ensure they maintain their voting rights at the Annual General Meeting.

Matters pertaining to the development of SIA and Skål issues at large are discussed at these meetings as well as opinions on SIA's position for the World Congress. It is expected that delegates shall have discussed agenda points with their respective committees/members prior to attending the National Assembly.





Ambassador badges are awarded to members who have attended five International Skål Congresses and Service Badges are awarded to members with 25 or more years of service at the National Assembly. Clubs are responsible for ensuring the SIA Executive are aware of eligible members at least one month prior to the Assembly date.

National Assembly / Annual General Meeting - The Agenda shall include the following:

- Acceptance of the minutes of the previous Meeting and AGM where applicable
- (AGM) Election of the National Executive and Auditor/s as required.
- The report of the President, Treasurer (presentation of the annual budget and financial reports) Vice President Membership, Vice President Communications, International Councilor.
- Presentation by guest speaker nominated by host club- not required at AGM.

Notice of meetings:

The SIA Executive will inform all Clubs and Skål International of the upcoming meeting, be it either the AGM/National Assembly or the mid-year National Assembly, in writing via electronic communication, at least 60 days prior to the meeting, of the time and place of the meeting and invite items for consideration and inclusion on the agenda, specifying the National Executive positions (if any) due for election

Agenda - Clubs must submit, in writing, to the SIA Secretary, any items they wish included on the Agenda and should the Club be nominating a club member for a position on the Executive Committee then the 'Nomination of Candidates for Election Form' must be completed with the required information i.e. name, together with a professional and Skål curriculum vitae, of the said Skålleague, at least 30 days prior to the date of the AGM. The final Agenda, approved by the President, shall be sent to the SIA Executive, Clubs and Skål International by the Secretary at least 15 days prior to the date of the meeting.

Clubs with up to 65 Active, Life and/or Retired members shall have one vote.

Clubs with 66 or more Active, Life and/or Retired members have a maximum of two votes.

Every club is entitled to, and is encouraged to, bid to host a National Assembly.





Guide to bidding/hosting a National Assembly

Bids to host a National Assembly (NA) are generally called on 12-18 months in advance, with initial expressions of interest to be submitted as early as possible at a NA. Where two or more clubs are bidding for the same time a decision will be made at the NA by the National Committee with a majority vote.

To contain costs a Short v Long Haul Venues formula was introduced.

Short Haul venues include: Sunshine Coast, Brisbane, Gold Coast, Southern Gold Coast, Sydney, Sydney North, Sydney South, Canberra, Melbourne and Adelaide.

Long Haul venues include: Hobart, Launceston, Cairns, Townsville, Mackay, Whitsundays, Capricornia, Darwin, Kununurra, Perth, Broome, Albany and Bunbury/Margaret River.

Generally one "long haul" venue is considered only once every two years, however all clubs are encouraged to submit an expression of interest which will be considered on its merits.

An important consideration is costs, ease and frequency of flights and access to airports.

Clubs are advised to plan ahead and save unnecessary costs by making air reservations using the best available promotional fares as early as possible.

Bidding clubs will nominate preferred hosting dates, with consideration that the AGM will be held in the second half of March, so that all club membership renewals have been submitted to Skal International, and all clubs have established their financial eligibility within Skal International.

A National Assembly generally comprises:

- National Executive Meeting on the Friday, where future NA bid proposals are presented and current hosting committee member/s present detailed program. AV to be included. Lunch and morning tea to be provided at an approximately \$50pp. evening **Welcome Cocktails**. (A 1½ -2 hour event with approx. cost of \$50 -\$55 pp)
- Saturday full day **General Assembly** (with AGM in March – typically from 8am to 4pm), approximately \$50pp





- **Past President's Shout** following the Assembly (one drink per NA registered delegate) with cash bar following first drink.
- **Saturday Evening Dinner**- it is suggested that it be a normal Skål meeting dinner (2-courses, pre-dinner drinks, beverage package etc.). Costs to be kept at approximately \$130 pp. This should allow for some flexibility of menu choice and any entertainment the host club deems it can offer or afford. Rate should be the same for delegates, observers and partners.
- **Optional Touring:** Host club to arrange and provide itineraries, costs, etc. This is not a requirement; however the host club may arrange Pre and/or Post tours or non-attendee/partner touring programs for the Saturday.

At least one of the evening functions will require the wearing of Skal chains and regalia at the host club's discretion.

Clubs bidding to host the NA should address the following matters in the documentation;

- Demonstrate the bid holds support from the current club committee and members. Additional support from the community such as local MP, Councillors, Regional Tourism Organisation, etc. is encouraged
- Describe the proposed meeting venue to demonstrate the suitability for room setup for meeting format, with capacity of approximately 100 people.
- Present a draft budget outlining all expected costs and income. It is recommended that clubs use the budget template (under revision) to assist with all aspects of planning.
- Provide detailed information regarding costs, charges, logistics and accommodation options and any special rates being offered.
- A presentation is to be provided to Skal International Australia Executive 12 months prior to the event highlighting NA venue, costs, charges, accommodation options, transportation, optional tours and general sales pitch for the region. The Local or Regional Tourism Organisation may be of assistance. If approved by the SIA Executive, this presentation will be presented to the NA for consideration in the selection process.
- Provide pre and post tour options for Skalleagues and their partners (optional).

The National Executive must approve the bid proposal in writing before any commitments are made.





Responsibilities of the Host Club

The host club has responsibility for all logistics and physical arrangements for the Assembly. Where possible the accommodation will be in the same venue as the National Assembly meeting.

The host club will;

- Form an organising committee (with an identified spokesperson), which should include the Club Treasurer to ensure the event is kept to budget.
- Organise a venue for the Executive meeting on the Friday suitable for approximately 10 people, boardroom style, including morning tea and lunch and suitable audio-visual equipment as required.
- Organise a venue for the National Assembly/ AGM for full day Saturday from 8:00am, preferably "U" shaped for all voting delegates, with a head table for National Executive and visiting dignitaries – up to ten pax. Additional seating for observers, theatre style must also be provided at the rear or side of the room (approximately 50 pax). Continuous tea/ coffee/ water with morning tea and lunch to be provided. AV equipment including lecturn, microphone, roving microphone, data projector and screen and sound system (with HDMI and VGA compatibility) to be included. Any additional costs for AV equipment to be discussed prior with National executive.
- Organise the Welcome Cocktail function (Friday night), Past Presidents Shout (immediately after Assembly meeting) and Gala function (Saturday night) as specified above.
- Liaise with the National Executive in creating an online registration portal, available through the SIA website. Once finalised a promotional campaign will be developed in collaboration with SIA encompassing website, e-newsletters and email alerts with clear time lines to be followed.
- Process payments for each event by the individual to the host club through the online registration system, with an electronic copy of registration details sent to the SIA Secretary.
- Communicate the closing date for registrations, fourteen days prior to the event.
- Ensure, all expenses not covered by SIA (as outlined in SIA responsibilities below) are covered by the host club. This may include entertainment, guest speakers etc. It is recommended that clubs cover such costs through fund raising activities and sponsorship.





- Negotiate accommodation rates from \$150 per room per night, including breakfast. Rates up to \$200+ have been "accepted"- (*mainly larger cities*). Also offer a room only rate.
- Provide a list of preferred accommodation options for attendees to book directly using a promotional code where applicable. (Attendee own cost)
- Provide name tags/ lanyard for all attendees, which clearly identifies their name, club and official position, as per [SIA NA name tag/lanyard template](#). Where possible the event itinerary should be printed on the back of the tag for easy attendee reference.
- Ensure seating plans for the official dinner includes the full name of each attending Skalleague (and their club if appropriate), and their partners or guests name where provided.
- Ensure appropriate Skal protocol is followed in the conduct of all events, as per the [Skal International protocol manual](#).
- Provide relevant and interesting guest speakers where appropriate. Guest speakers are not required at the AGM event.
- Provide a photographer to cover all events, preferably with a social media strategy to promote the event, and to provide greater awareness of SIA activities.
- Ensure the venue signage for the Cocktail & Dinner functions is: **Skål International (club name)**.
- Arrange for the SIA pull up banners to be handed to the next host club for safe keeping until the following National Assembly.

The host club should be aware that depending upon the activities that they wish to promote or showcase, SIA shall only reimburse the items to the agreed level as stated within this document. Anything over and above will need to be funded by the host club.

Responsibilities of Skal International Australia:

Skal International Australia Executive is committed to working with the host club to ensure the Assemblies are relevant, timely, informative and to the benefit of Skal International both for Australian, and for the global, Skal membership. To encourage all clubs to provide a delegate at each meeting the following reimbursements apply:

To the Host Club:

- The costs associated with the conduct of the National Assembly meeting day, such as meeting room hire (if not FOC), morning tea/coffee, lunch, afternoon



tea/coffee if required, hire of any a/v, audio, microphones (fixed & roving), internet connection, projection screen/flip charts, etc. Some of these items could be included in the FOC room hire (depending on the negotiation with the venue)

To the Nominated Club Delegate/s (usually Club President and another committee member where a club has two votes). Payment to Club account by direct transfer.

- Welcome Cocktail Event - Attendees pay their own costs.
- Saturday Night Dinner - The voting Delegate/s per Club pay their own and SIA reimburse later to save any confusion. All other attendees pay own costs.
- Travel subsidy for one attending member per club. The travel subsidy is based on the best available promotional airfares, from the nearest airport to the Club city as determined by the SIA Treasurer no later than two months prior to the National Assembly. The Clubs shall be advised of the reimbursement amount via the Secretary.

SIA will pay the above costs following the National Assembly automatically to all Clubs that attend the National Assembly by transfer into Club's Bank Account.

SIA Executive will pay **directly** for:

- SIA Executive accommodation for AGM and mid-year Assemblies and SIA Auditors accommodation at AGM, from Thursday to Saturday inclusive. Secretary will make reservations and the SIA Treasurer will pay their accounts.
- Venue signage for the SIA Executive meeting - **Skål International Australia**
- Welcome Cocktail costs for the SIA Executive, any visiting Skål International Executives and SIA invited guests **ONLY**, as well as SIA Auditors and Past or present World President/s at AGM.
- Past President Shout (one drink per NA Attending delegate)
- Saturday night dinner costs for the SIA Executive, any visiting Skål International Executives and invited guests of SIA **ONLY**, as well as SIA Auditors and past or present World president/s at AGM.

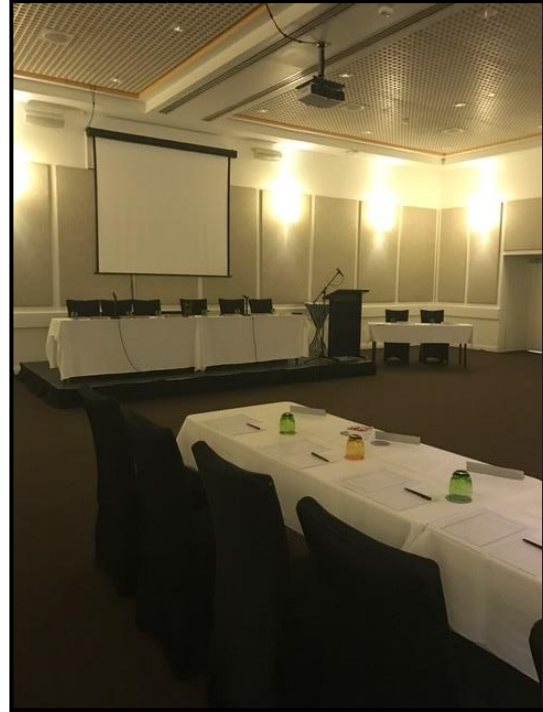




National Assembly Room Setup



Delegate Tables



Executive Table (slightly elevated)



Auditor Table



Observer Seats

