1. PURPOSE AND SCOPE

This policy details the entitlements of Office Bearers (ie President, Vice President, Treasurer, Censor in Chief and Chair of the Professional Development and Standards Board) and other key Council office holders.

2. KEYWORDS

Allowance, costs, expenses, reimbursement, tax invoice, receipt, administrative support, entitlements, travel, accommodation, meals

3. BODY OF POLICY

The College supports Councillors who chair specific Council Committees in their extensive voluntary commitment to the College and its activities by the provision of designated support staff at the College, an allowance and the direct funding of their travel, accommodation and meals.

The role of the Councillors in key positions is a demanding one. Any Councillor elected to these positions assumes responsibility for particular areas of the College’s activities as per the College’s Strategic Plan.

Serving on Council and as an office holder is voluntary. Councillors in these key positions receive some monetary compensation for the establishment and maintenance of a home office from which to conduct College business. All direct costs incurred conducting College business are reimbursed.

There is the requirement to attend Council/Executive and other meetings of the College and with external stakeholders. The Councillors in these key positions are in regular contact with College staff and management providing input and feedback on policy issues and direction for activities.

Clause 13.3 of the Constitution states “Councillors may not be remunerated for any service rendered or work undertaken solely in their role as Councillor”.

3.1. Eligibility for an entitlement

Office Bearers and other key Council members of the College who chair specific Council Committees are eligible to claim against an allowance for their office costs conducting College business.

The Office Bearers are the President, Vice President, Treasurer, Censor in Chief and Chair of the Professional Development and Standards Board. The other key Council office holders are the Chairs of the Court of Examiners, Board of Surgical Education and Training, Skills Education Committee, Professional Standards Committee, Professional Development Committee, Fellowship Services Committee, Board of Research Audit & Academic Surgery and External Affairs.

3.2. Designated Support Staff

All College staff serve the trainees and the Fellowship. Each Office Bearer and key Council Chair also has access to specific administrative and policy support for the period of their appointment.

Each Office Bearer and key Council Chair also has responsibility for a particular portfolio of activities within the College and has a direct relationship with the relevant Director/s.

Approved By: Chief Executive Officer
Document Owner: Council/Board Secretary
Original Issue: August 2009
Version: 3
Approval Date: August 2014
Review Date: August 2017
When Office Bearers and/or key Council Chairs require staff to work additional hours (some at overtime rates), which have budgetary implications, the Office Bearer/key Council Chair is requested to inform the relevant Director before the request is made. This is for two reasons: firstly staff providing services to the Office Bearer/key Council Chair will want to be obliging and there may be a need to change work priorities to accommodate the request and to ensure that the Director is made aware of other deadlines that may be missed. In addition the Director needs to be aware of additional expenditure particularly if it has not been budgeted for. All unbudgeted expenditure requires approval from the Treasurer if the Director cannot accommodate the request in the Division budget.

### 3.3. Allowances for Councillors in Key Positions

Each Office Bearer/key Council Chair is entitled to claim against an allowance that is intended to cover the additional costs associated with the need for them to be available to provide support from their own home or rooms to the College.

The amounts below will be made available at the beginning of the budget year for these costs.

<table>
<thead>
<tr>
<th>President</th>
<th>Vice President</th>
<th>Treasurer</th>
<th>Censor in Chief</th>
<th>Chair Professional Development and Standards Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,000</td>
<td>$15,000</td>
<td>$15,000</td>
<td>$15,000</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chair Board of Surgical Education &amp; Training</th>
<th>Chair Skills Education Committee</th>
<th>Chair Court of Examiners</th>
<th>Chair Professional Standards</th>
<th>Chair Professional Development</th>
<th>Chair Fellowship Services</th>
<th>Chair Research, Audit, Academic Surgery</th>
<th>Chair External Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

Office holders wishing to make claims should raise a tax invoice three times a year in April, August, and December and forward to the Council Secretary for approval and processing. When office holders change positions at the AGM early in May each year one third of the allowance is available to whoever holds office till the AGM and the remainder to their successor.

These allowances are reviewed as part of the budget process and increased as deemed appropriate.

Outstanding claims may only be made for the prior year up to the limit of the entitlement applicable for that year.

### 3.4. Direct Costs

Additional direct costs associated with work as an Office Bearer or Chair of a nominated Council committee are reimbursed on the production of tax invoices and receipts in accordance with the Expense Reimbursement Policy.
The costs of a spouse/partner of the President (or another Officer Bearer or Councillor representing the President) are also met when the spouse/partner is a companion in an active and official role at the function/event.

3.5. **Equipment**

As well as the above allowances and the reimbursement of actual and reasonable expenses, each Office Bearer (ie President, Vice President, Treasurer, Censor in Chief, Chair of Professional Development and Standards Board) is entitled to receive at the beginning of their period of office the following equipment to support them in their role:

- A lap top computer
- The capacity to dial in/use the internet
- A printer

3.6. **Secretarial/Administration Support**

It is the role of the Divisional Director to ensure that the Office Bearer or key Councillor related to their portfolio is provided with an appropriate level of secretarial and administrative support wherever possible.

The Director will normally provide the higher level support including the preparation of key discussion papers, reports and/or presentations. Other administrative/secretarial support (eg dealing with correspondence, making travel arrangements or managing appointments/a diary) may also be required.

It is envisaged that the principal source of administrative support for these Councillors in key positions will be from within the College. At the beginning of each term of office, the key Councillor and the Director will agree the nature, extent and level of support required from the College. The level of support provided will therefore vary according to the requirements of each Councillor in these key positions. The Director will endeavour to ensure that this support is provided which may necessitate additional resourcing.

3.7. **Travel and Accommodation Costs**

Travel will normally be arranged through the College travel supplier. Reimbursement for travel and accommodation costs is in accordance with the Travel and Accommodation Policy. (See 3.4)

Travel costs for each Office Bearer are budgeted each year in consultation with the current incumbent taking into consideration previous levels of expenditure for that position.

3.8. **Travel and Accommodation costs to attend the Annual Scientific Congress**

Travel and accommodation costs to attend meetings held at the time of the Annual Scientific Congress are not covered, except for the College President.

4. **ASSOCIATED DOCUMENTS**

Board Charter, Terms of Office and Council Election Process for Office Bearers and other Key Positions policy and Expense Reimbursement Policy

<table>
<thead>
<tr>
<th>Approver</th>
<th>CEO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Council</td>
</tr>
<tr>
<td>Approved By:</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Document Owner:</td>
<td>Council/Board Secretary</td>
</tr>
<tr>
<td>Original Issue:</td>
<td>August 2009</td>
</tr>
<tr>
<td>Version:</td>
<td>3</td>
</tr>
<tr>
<td>Approval Date:</td>
<td>August 2014</td>
</tr>
<tr>
<td>Review Date:</td>
<td>August 2017</td>
</tr>
</tbody>
</table>