



Document ID MEETBR	Title IOQ NZ (Inc.) Branch Meetings	Revision 1.5
Prepared By: Murray Discombe	Approved By: IOQ NZ (Inc.) Executive Committee	Date Approved 24/09/21

IOQ NZ Branch Meetings

Policy:

It is a requirement of IOQ NZ (Inc.) that

- a) All branch committee members are current financial members of the Institute of Quarrying NZ
- b) relevant information about each branch meeting is accurately recorded
- c) a minimum of any two signatories or authorisations is required for all banking requirements

Purpose:

The purpose of this procedure is to provide consistency across all IOQ NZ (Inc.) branches by describing and recording the details for the local branch meetings

Responsibilities:

Chair

The Chair is responsible for confirming the meeting date, chairing the meeting and signing off on the minutes of the previous meeting.

Secretary

The Branch Secretary is responsible for the following aspects of the IOQ NZ (Inc.) Branch meetings:

- Recording inward and outwards correspondence (incl relevant emails about local branch and national quarrying matters), receipt of bank statements etc
- Booking the meeting venue
- Confirming catering numbers (if required).
- Keeping a register of all attendees
- Taking minutes of the meeting, including attendees and apologies (if any)



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- Assisting the Treasurer count any money at the end of each meeting – eg entry fee, raffle monies, donations etc and witnessing in writing the amount to be banked.

Treasurer

The Branch Treasurer is responsible to accurately account for the branch financial transactions:

- Collection of monies - entry fee, raffle monies, donations etc
- Payment of invoices
- Reimbursement of expenditure by branch members
- Counting the money collected at each local branch meeting and witnessing in writing, with the Secretary (or other nominated branch committee member) the amount to be banked.
- Recording all the branch financial transactions onto a Branch Cash Book Spreadsheet
- Providing a copy of the Branch Cash Book Spreadsheet to the National Secretary on an annual basis (typically June of each year)

Procedure:

Agenda & Minutes

- 1.1 Approximately three weeks prior to the meeting, the secretary will email all IOQ NZ (Inc.) local branch members
 - a. an invitation to the meeting, noting any sponsors and the purpose of the meeting – Technical, Training, Field trip, Forum, AGM etc
 - b. (Note that wherever possible the main purpose of IOQ NZ (Inc.) branch meetings is to provide members with new technical information that will improve their abilities within the quarrying industry)
 - c. a copy of the agenda, and
 - d. a copy of the minutes of the previous meeting.

Meetings

- 1.2 The Secretary will take the minutes at the meeting. Therefore, the following items will need to be taken:
 - a. Pen and paper (or computer for those wishing to type minutes during the meeting)
 - b. Agenda
 - c. latest Treasurer Report
 - d. Correspondence file
 - e. New Membership application forms
 - f. Any other relevant information



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- 1.3 If a data projector is required – please contact the sponsor for the evening to confirm availability, or a member of the local branch or an IOQ NZ (Inc.) Executive member to ensure one can be made available on the day.

Minutes

- 1.4 The Secretary will complete the draft minutes and action plan within one week of the meeting.
- 1.5 The Secretary will then distribute the draft minutes for proofing to the local branch members for comment and confirmation that the minutes accurately reflect the meeting
- 1.6 Once completed, the Secretary will distribute the minutes (and action plan, if applicable) to all branch members.

Minutes from Previous Meeting

- 1.7 The Branch Secretary will forward the approved minutes from the previous meeting to the Chair for signing.
- 1.8 The Chair will sign the minutes and return back to the Branch Secretary.
- 1.9 The Branch Chair/Secretary shall forward a copy (via email) to the National Secretary.

Distribution of Correspondence

- 1.10 Unless stated otherwise it is assumed that all correspondence between IOQ NZ and members is sent via email, using the Bcc (Blind Carbon Copy) rather than CC.

Treasurer / Accounts

- 1.11 At the commencement of the Branches financial year, the Treasurer will commence a new Cash Book Spreadsheet. First entry is the opening bank balance (from the latest bank statement – 31 March)
- 1.12 Check the bank statement and note any bank fees – record these in the expenses columns with the same date as the bank statement
- 1.13 Check the bank statement and note any interest accrued – record this in the income columns with the same date as the bank statement
- 1.14 On each occasion a meeting is held, into the Cash Book Spreadsheet
 - a. record all income in the income column (Separating raffle income from member fees is desirable accounting practice)



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- b. record all expenses in the expenses column
 - c. add all income, add all expenses
 - d. Subtract expenses from income to create Subtotal meeting.
 - e. The balance column will automatically update the new bank balance
- 1.15 Upon receipt of every bank statement check if any bank fees (or interest) have been recorded.
- a. Enter these as per 1.10 b) and c) above
- 1.16 At the end of the financial year record the closing balance for the IOQ NZ (Inc.) Branch Account – (This should be the same value as the bank statement of the same date.)
- 1.17 Provide a printed copy of the Cash Book to the Secretary during the first week of each new quarter (after reconciling with bank statement).
- 1.18 Provide a copy of the Branch Cash Book Spreadsheet to the IOQ NZ (Inc.) Secretary when requested (typically early to mid June prior to the Annual Conference)
- 1.19 The IOQ NZ (Inc.) Executive reserves the right to request a copy of the Branch Cash Book Spreadsheet at any time to ensure each branch financial affairs are being maintained in a professional manner.