

MEETINGS AND SOCIAL GATHERINGS POLICY

1 Context

The St Vincent de Paul Society Canberra/Goulburn (the Society) promotes discretion in spending related to business meals, meetings, and social gatherings. This policy designates the responsibility for authorising and monitoring such events and associated expenditure to the Leadership group and senior Managers.

2 Scope

This policy applies to all members, volunteers, and employees of the Society.

Roles	Responsibilities
Territory Council	<ul style="list-style-type: none"> • Lead and promote the responsible use of monies where the intention is for business purpose. • Provide guidance where the question of frequency of event or related expenses is asked.
CEO	<ul style="list-style-type: none"> • Lead, promote and participate in the responsible, ethical, and appropriate use of monies. • Cultivate a culture where the ethical use of funds is considered and balanced with the appropriate use of funds where there is a clear link to the promotion of business purposes or goals.
Leadership Group	<ul style="list-style-type: none"> • Lead, promote and participate in the responsible, ethical, and appropriate use of monies. • Cultivate a culture where the ethical use of funds is considered and balanced with the appropriate use of funds where there is a clear link to the promotion of business purposes or goals • Orientate new employees to this policy.
Members, Volunteers, Employees	<ul style="list-style-type: none"> • Active commitment to the responsible and ethical use to monies.

3 Policy detail

The use of funds raised to assist the poor are not to be used for social functions that have no business purpose. Where social functions are deemed to serve a business purpose the frequency and related expense must be reasonable and appropriate to the purpose of the event.

3.1 Business Meals

Where the Society is to pay for the cost of meals while conducting business meetings or events the following are to be adhered to:

- Prior approval must be sought and obtained from the President, CEO or relevant Leadership group member.
- The total cost of the meal is limited to \$60 per person.
- Expenditure approval must state the business purpose and list the attendees. Where there are groups of ten people or more, a description of the group will suffice.

3.2 Formally organised luncheon meetings

Where the Society is to pay for the cost of formally organised luncheon meetings the following are to be adhered to:

- Prior approval must be sought and obtained from the relevant Leadership group member or CEO.
- The total cost of the lunch is limited to \$20 per person.
- Other catering options should be considered and used if appropriate. For example, attendees bring their own lunch or plate to share.

3.3 Site/Section specific social events or gatherings

Worksite or section specific gatherings or social events must be pre-approved by the relevant Leadership group member. All costs are to be covered by the employees, volunteers, or members of the group. There is to be no donated or raised funds utilised for this purpose.

4 Document Control

Authorisation		
Approved by: Territory Council		
Owned by: Chief Executive Officer		
Phone:		Email: HumanResources.CG@vinnies.org.au
Review		
The policy was originally approved on 12 December 2011		
Version 1.3 took effect 23 November 2018 and scheduled for review in 2 years.		
This review updates the format.		
This review was approved on 23 November 2020		
Next review scheduled for 23 November 2025.		
Record of Issues		
Version No	Issue / Re-issue Date	Nature of Amendment
1.5	23 November 2022	Update format.
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