



BY LAWS

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Detailed below are the key expectations, eligibility requirements and position responsibilities of the committee elect. The following document has been drafted by the 2004 ASPA committee and is subject to change and alteration by agreement with the committee elect, which may well need to happen on an annual basis as the association changes and grows. The information will be included in the By Laws when the Association is incorporated.

1. THE COMMITTEE

1.1 Committee Member Eligibility

The following are skills and areas that are required of potential committee members

- (1) Must be a financial member of ASpa for a minimum of 12 months prior to the election date.
- (2) Be able to demonstrate a sound and good knowledge of the Spa industry with a minimum of 2 years of industry experience.
- (3) To be able to demonstrate business acumen;
 - ~~///~~ Computer literate (min: internet and email access)
 - ~~///~~ Financial
 - ~~///~~ Negotiation
 - ~~///~~ Communication/networking
 - ~~///~~ Strong Interpersonal skills
 - ~~///~~ Industry awareness and knowledge

1.2 Benefits of joining the Committee / Board

The personal benefits of working with the Executive / Committee of ASpa are considerable – as a dynamic and growing organization, you have the opportunity to contribute and in so doing raise your own skills and profile within the industry. You will learn how a Committee / Board works, the responsibilities of such a position, how to work with other members and with the force of unpaid volunteers who contribute so much to the overall functioning of the Association.

In addition to the professional skills gained, there is enormous pleasure in working with such a dedicated per group.

AND – there are some incidental benefits: Board / Committee / Sub-Committee and State Networking Coordinators get the best possible prices, in many cases free, for attendance / participation in our many networking events, the annual conference and



other activities. We try to give back for the many hours it really does take to help us grow the association quickly, efficiently, professionally, in this exciting Spa time.

2. POSITIONAL JOB RESPONSIBILITIES

2.1 President

- ?? Minimum term to be 2 years. **(this is included in the proposed new Constitution)** .
- ?? Committed to 8-10 hours/week spread over daily email communication, meetings, phone calls etc...
- ?? Directing the activities of the association.
- ?? Preside at meetings.
- ?? Day to day decisions concerning strategic activities of the association.
- ?? Liaise with secretariat on a regular basis.
- ?? Very strong industry presence.

2.2 Vice President

- ?? To assume the role of president in the absence of.
- ?? To support and assist the president as required
- ?? Committed to 4-5 hours/week spread over daily email communication, meetings, phone calls etc...

2.3 Treasurer

- ?? It is the duty of the treasurer of the association to ensure.
 1. That all money due to association is collected and received and that all payments authorized by the association are made.



2. That correct books and accounts are kept, showing the financial affairs of the association, including full details of all receipts and expenditure connected with activities of the association.
- ?? The treasurer must work and communicate closely with the secretariat to
 - develop and manage budgets
 - monitor actual financial performance
 - ensure that processes are auditable and correct.
- ?? All cheque requisitions must be signed off by the treasurer
- ?? Hands on working knowledge of MYOB accounting functions and reporting are an essential skill.

2.4 Committee

- ?? Minimum requirement of 75% attendance to all scheduled committee meetings, including one face-to-face meeting per year and the AGM. If the above minimum is not reached by any of the appointed committee members then the position in question can be reviewed and the person/s position may be revoked by the remaining committee elect.

Currently committee meetings are scheduled once a month
- ?? Minimum requirement of 75% attendance to at all scheduled networking events. Approximately 4-6 events per year
- ?? Adhere to the meetings rules as set by the executive committee.
- ?? Participation in all group communication emails is essential.
- ?? Absence from email communication must be informed to the email group when longer than a period of 2 working days. This must be informed 1 week prior to the period of absence.
- ?? All elected committee members will be required to complete an indemnity document that will state estimated hours of commitment, confidentiality agreement and professional code of ethics.
- ?? Agree to and understand the ASPA Constitution.



- ?? Work to promote the goals and benefits of the association to new and existing members.
- ?? To actively promote and help grow the membership base.
- ?? Take on the responsibility of tasks as required and assigned, by the executive committee and complete them promptly.
- ?? Constant surveillance of and input towards association website.
- ?? Each member will be allocated a strategic portfolio e.g. membership, networking, sponsorship, publications – each year. The member will be required to define goals and objectives, KPI's and budget for this portfolio, to be included in the Association's Strategic Plan and budget for each financial year; the member shall also prepare a brief report on their portfolio for each Annual General Meeting.
- ?? There is a minimum weekly commitment of 3-4 hours week, spread over daily email communication, meetings, phone calls etc...

2.5 Networking Portfolio

- ?? 1-2 hours/ week, spread over daily email communication, meetings, phone calls etc between the State networking Representatives, the Secretariat and other parties.
- ?? Ensuring that each bi-monthly event, per state, is properly managed, with compatible formats, speakers, topics, discussions to uphold the standard required by our sponsors and members.
- ?? Monitoring that no networking event losses money! That budgets and outcomes are monitored.

State Networking Reps: role is

- ?? The co-ordination of the networking events including but not limited to:
 - ?? Co-ordination of the location
 - ?? F&B requirements
 - ?? Events format
 - ?? Events speakers, discussion topics etc.
 - ?? Act as MC at the event
- ?? Liaising with Annual Sponsors regarding the events
- ?? Liaison with the Secretariat to manage all attendees, moneys, name badges, attendees lists, minutes are recorded and moneys collected.



2.6 Sponsorship Portfolio

- ?? To be fully informed and well voiced in regards to all association sponsors' company profiles and level of support they provide to the association.
- ?? To ensure that all committee members are provided with company profiles and adequate information to ensure that the committee members can be well informed and well voiced in regards to the sponsors.
- ?? To provide feedback to the ASPA Committee in relation to the direction of the association and the support being provided to the sponsors by the association.
- ?? To liaise with a nominated company representative for each Sponsor, who will work with the ASPA committee members to ensure open support and communication at all times.

2.7 Secretary (Secretariat)

- ?? The secretary's position is responsible for management of the paid secretariat staff, currently contracted to Well Done Events, with Judy Potter acting as Executive Director. The Secretary shall act as Public Officer, and assist ASpa in its development and management.
- ?? It is the duty of the Secretary to keep minutes (as per the Constitution and as required by ASIC) of:
 - All appointments of office-bearers and members of the Committee.
 - The names of members of the committee present as at a Committee meeting or a general meeting.
 - All proceedings at committee meetings and general meetings
- ?? Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting
- ?? The Secretary (or the contracted Secretariat) maintains the following: (see Appendix for additional detail)



- Maintain all membership records
- All Financial records including full MYOB Chart of Accounts
- All Stationery and Association records as required by the Department of Fair Trading (NSW) under whom the Association is incorporated (this will change to ASIC incorporation soon we hope)

3. MEETING RULES

- ?? Future meeting dates will be set at the prior meeting and you are required to document/diarise this, secretariat are not here to remind you of meeting times.

- ?? Agenda for meeting will be emailed to committee 24 hours prior to meeting.

- ?? Meetings start promptly at the time scheduled.

- ?? Meetings should be scheduled for one hour unless otherwise advised.

- ?? At the beginning of meeting people attending will inform other attendees if they are required to leave before scheduled end of meeting



4. MEMBERSHIP FEES

As determined by the Committee in 2001, the current membership definitions and fees are as follows:

Individual Membership - \$AUD198.00

Individual Membership is valid for one year and is not transferable. This membership fee is paid by the individual, the individual can take the membership with them if they leave their organisation at any time.

Corporate Membership

If the organisation pays for ASpa membership for their employee(s), the organisation keeps the membership. The organisation may buy 1, 5 or 15 'membership packs' and get volume discounts; there will be one nominated 'rep' for each such organisation, who will nominate the names of 1, 5 or 15 people within their organisation who are the 'members' at any time.

Corporate Single Membership - \$AUD198.00 – for one named person

Corporate A Membership - \$AUD825.00 – this allows for up to 5 people from the one organisation. These people must be nominated.

Corporate Membership B - \$AUD1,980.00 – this allows for up to 15 people from the one organisation. These people must be nominated.

Student Membership - \$AUD99.00

Student Membership is valid for one year and is not transferable. Membership fees are paid by the individual and a copy of Student Identification must accompany application.



APPENDIX: ACTIVITIES/DUTIES PERFORMED BY THE SECRETARIAT:

MAIL & PHONE

- ?? Managing incoming and outgoing mail, faxes, emails
- ?? Maintaining supplies of e.g. Express Post envelopes etc
- ?? Answering and managing numerous inbound and outbound calls during working hours

ACCOUNTS

- ?? Overseeing the accounts ie: accounts payable/receivable using MYOB 13
- ?? Putting banking into Summit
- ?? Bank/Credit Card reconciliations
- ?? Maintaining the debtors ledger
- ?? Collection of overdue payments
- ?? Payment of BAS
- ?? Preparation of P&L reports monthly for Committee Meetings
- ?? Preparation for and coordination of annual Audit

NETWORKING EVENTS

- ?? Liaise with each state rep to organise event
- ?? Take all registrations, moneys
- ?? Chase outstanding moneys
- ?? Prepare attendee lists and logs for coordinator
- ?? Prepare name labels for coordinator
- ?? Receive final lists for chasing and recording, after the event
- ?? Chase outstanding moneys
- ?? Prepare Minutes from each meeting as provided by Coordinator
- ?? Get Minutes etc to Web
- ?? Attend and minute Networking Coordination meetings as required
- ?? Attend any networking events possible in home state or elsewhere

STATIONERY

- ?? Ordering of stationery – letterhead, envelopes, certificates, business cards
- ?? Liaison with graphics and printing companies for production of printed materials incl brochures
- ?? Design, quotes, ordering and monitoring of preparation of association banners, flags, collateral

MEMBERSHIP

- ?? Management of prospects (sending letters, kits, emails etc)



Australasian Spa Association

- ?? Managing new members (sending letter, Tax Invoice, certificate, decals, sponsor stuff)
- ?? Managing renewals, monthly
- ?? Providing monthly membership stats to Committee
- ?? Following up defunct members
- ?? Chasing prospects who have shown interest

WEB

- ?? Maintenance and upgrades to association website
- ?? Technical support for website and facilities
- ?? Ensuring that Association info is correctly maintained to enable Call Centre staff to respond properly to incoming telephone calls

GOVERNANCE

- ?? Oversight and maintenance of the Constitution / Rules
- ?? Maintenance of Agendas, Minutes, task lists from Committee teleconferences, meetings
- ?? Preparation of all materials for Dept of Fair Trading (ASIC to come) wrt their statutory requirements
- ?? Preparation and dispatch of all notices required to members for AGM or other Special meetings
- ?? Collection of attendees, proxies for all meetings
- ?? Attendance at all General Meetings
- ?? Keeping details of all Directors, Executive etc as required by ASIC

CONFERENCES

- ?? Under separate contract – manage all aspects of the Association's Annual Conference