

# TCB Council Board of Directors

## Procedure for liaison activities and representation of the TCB Council at meetings

### Introduction:

It is understood that people attend workshops, events, meetings and other activities, and helpfully provide information to the industry and general public about TCB Council activities, during the course of their own business.

Such people are also welcome to helpfully feed information back to the TCB Council about the event. If the person pays their own travel expenses, then they are entitled to speak on their own behalf and promote their own business. Also, any information provided back to the TCB Council by that person is at the discretion and leisure of that person.

However, alternatively it may be decided that a person shall attend an event at the expense of the TCB Council as a speaker, gatherer of information, or liaison. In such a case, travel expenses may be provided by the TCB Council and this policy outlines the requirements placed on the liaison.

Attendance may be to a meeting, workshop, or event. Referred to from this time as "the event"

The person attending the event may be as a speaker, or liaison, or representative, or gatherer of information. From this point, referred to as "the attendee".

The attendee on behalf of the TCB Council shall be assigned and authorized by the TCB Council Board of Directors. The attendee may be the TCB Council chair, or some other person chosen from the general TCB Council membership or relevant industry to represent the TCB Council.

## **With regard to responsibilities; 100% TCB Council liaison:**

### **On occasions where the attendee is at the event exclusively as a liaison, the TCB Council shall:**

- Provide reasonable travel expenses, to and from the meeting.
- Pay expenses for use of the attendee's own car, expensed at the mileage rate appropriate for the geographical location of the attendee.
- Pay expenses for taxi and public transport at cost, with receipts.
- Pay expenses for flights at cost for a business class flight, with receipts. (Any further upgrades or additional destination stops shall be paid by the attendee).
- Pay expenses for hotel accommodation at cost, based on single occupancy, bed and breakfast, for the number of nights needed to attend the event, with receipts. (Additional guest occupancy and/or additional nights shall be paid by the attendee).
- With specific authorisation of the TCB Council chair and treasurer, pay expenses for meals at cost, with receipts, for single person lunch and dinner. Additional entertainments may be paid at the discretion of the TCB Council board and treasurer.
- Pay the attendee within four weeks of receipt of the expenses claim and receipts.

### **On occasions where the attendee is at the event exclusively as a liaison, the attendee shall:**

- Liaise with the TCB Council board in advance of the event, to receive guidance on presentations or requests for information by the TCB Council board.
- If possible and where practical, register for the event under the name of the TCB Council, not the attendee's employer.
- Create all slides and presentation material on the TCB Council PowerPoint template and letterhead, not the templates of the attendee or his/her employer.
- As practical, make it clear to other attendees of the event that they represent the TCB Council and should not use the event for their own marketing purposes.
- Provide copies of all slides and presentation material to the TCB Council board, which may also be shared with the general TCB Council membership (at the discretion of the board).
- Document all appropriate activities at the event and take detailed notes.
- Provide a written report within one week of the final day of the event, to the TCB Council board. The written report shall be of a quality suitable for immediate distribution to the general TCB Council membership.
- Be prepared to give a verbal report during a TCB Council monthly board call.
- Be prepared and available to give a presentation of the event at the TCB Council workshop.
- Submit an expenses claim with all receipts, within four weeks of the event.

**Note** that if the attendee is due to attend the meeting anyway for his/her own business purposes, the TCB Council may propose to cover only half of the attendee's expenses, whilst the liaison or the liaison's employer also pays half. In this case, the following requirements apply:

### **With regard to responsibilities; 50% TCB Council liaison:**

**On occasions where the attendee is at the event as a liaison and for his/her own purposes, the TCB Council shall:**

- Provide 50% of the reasonable travel expenses, to and from the meeting.
- Pay 50% expenses for use of the attendee's own car, expensed at the mileage rate appropriate for the geographical location of the attendee.
- Pay 50% expenses for taxi and public transport at cost, with receipts.
- Pay 50% expenses for flights at cost for a business class flight, with receipts. (Any further upgrades or additional destination stops shall be paid by the attendee).
- Pay 50% expenses for hotel accommodation at cost, based on single occupancy, bed and breakfast, for the number of nights needed to attend the event, with receipts. (Additional guest occupancy and/or additional nights shall be paid by the attendee).
- With specific authorisation of the TCB Council chair and treasurer, pay expenses for meals at cost, with receipts, for single person lunch and dinner. Additional entertainments may be paid at the discretion of the TCB Council board and treasurer.
- Pay the attendee within four weeks of receipt of the expenses claim and receipts.

**On occasions where the attendee is at the event as a liaison and for his/her own purposes, the attendee shall:**

- Liaise with the TCB Council board in advance of the event, to receive guidance on presentations or requests for information by the TCB Council board.
- Registration for the event may be under the name of the attendee or the TCB Council, based on a case by case basis.
- Slides and presentation material shall be on the PowerPoint template and letterhead of either the attendee or the TCB Council, dependent on the topic and origin of information.
- As practical, it may be necessary to make it clear to other attendees of the event that they also represent the TCB Council and should promote the TCB Council in addition to their own company.
- Provide copies of all slides and presentation material to the TCB Council board, which may also be shared with the general TCB Council membership (at the discretion of the board).
- Document all appropriate activities at the event and take detailed notes.
- Provide a written report within one week of the final day of the event, to the TCB Council board. The written report shall be of a quality suitable for immediate distribution to the general TCB Council membership.
- Be prepared to give a verbal report during a TCB Council monthly board call.
- Be prepared and available to give a presentation of the event at the TCB Council workshop.
- Submit an expenses claim with all receipts, within four weeks of the event.

**Note:** If the attendee uses the travel for additional business purposes (other than attending the event), the cost of the travel expenses may be reduced to 30% contribution by the TCB Council. The details of this will be resolved on a case by case basis.

For cases where the attendee is attending for multiple parties, including the TCB Council and in addition to the cases described above; the liaison agreement will be resolved on a case by case basis.

The TCB Council shall not be held responsible for any other additional expenses not listed above, including but not limited to medical expenses or expenses arising from accidents, loss and/or theft.