



ABN: 78 718 013 843

## **The Policy**

1. **TITLE**
  - 1.1 Policy of the day to day operations of the Caravan Clubs of Queensland Inc.
  
2. **SCOPE**
  - 2.1 This document provides the minimum requirements for the day to day operation of the CCQ Inc.
  
3. **REFERENCES**
  - 3.1 Caravan Clubs of Queensland Inc. Rules of Incorporation dated 10 November 2014.
  - 3.2 Caravan Clubs of Queensland Inc. By-Laws dated December 2018.
  - 3.3 Guidelines to Organise and Run a State Caravan Rally dated February 2016.
  
4. **POLICY**
  - 4.1 Each member of the Executive Committee is responsible for ensuring that the day to day operations are implemented in accordance with this Policy.
  - 4.2 Each member of the Executive Committee is entitled to reimbursement of any expenses incurred, including:  
Phone Calls and Postage  
General Items for the day to day operations of the CCQ Inc.
  - 4.3 Travel Expenses, with a maximum of \$250.00 per Committee Member and Approved Appointee per annum provided they have attended a minimum of 9 Committee and/or Delegates' Meetings throughout the Committee year. [Approved Committee Meeting 15 May 2017]

- 4.4 Expense which may arise including travelling and or overnight expenses which may benefit CCQ Inc. in general.  
The CCQ Inc. Executive Committee must vote 75% in favour of these expenses for approval.
- 4.5. An Invoice for the payment of affiliation fees will be issued to each club in November.  
Affiliation fees of \$15 per Club plus \$4 per financial Member will apply.  
A Member is defined in By-Law No 3.  
Clubs are to provide the number of financial Members to the CCQ Secretary in October each year.  
Payment of affiliation fees must be received by 31<sup>st</sup> January each year.
- 4.7 Incoming CCQ Inc. Secretary and Treasurer to sign for Computers and associated equipment
- 4.8 Secretary and Treasurer shall keep all CCQ Inc. information up to date and on the equipment provided  
This will enable the Executive Committee to access the information if required at any time