

Associated Group Establishment

If a group wish to become an associate group of BREAZE, the following will have to occur.

The BREAZE Board:-

- i) Establishes a <associate group name> Sub-committee of BREAZE and nominate the current Committee of the <associate group name> as the members of the BREAZE <associate group name> Sub-committee.
- ii) Accept all current and future members of <associate group name> as associate members of BREAZE.
- iii) Authorise the <associate group name> Sub-committee to operate a separate bank account.

If you wish to proceed with this arrangement, the motion establishing the <associate group name> Sub-committee would contain the following constrains

- i) All <associate group name> members would become Associate members of BREAZE with an annual fee of \$10 per <associate group name> member.
- ii) <associate group name> Sub-committee to provide a monthly report to the BREAZE Board detailing
 - a. All future activities
 - b. Current bank balance
 - c. All transactions on the bank account for the past month.

Some Q&A's

- 1) *If a <associate group name> member is already a member of BREAZE how does this affect their member contribution.*
The <associate group name> membership fee would be \$0 but they must still be listed on <associate group name> member database so that there is a clear path for insurance.
- 2) *What would be the process of joining our membership to BREAZE. Is it for example that a potential member would first join <associate group name> and then we advise BREAZE of the names and numbers of members and pay accordingly?*
I suggest that the person would join <associate group name>, <associate group name> would advise BREAZE in <associate group name> monthly report on the names and number. Please see answer to question 3 re fees.
- 3) *There was a question about the membership census date, Is there a common joining date? As our members currently have memberships expiring at various times this is difficult. Could we have a common joining date of say 1st of April for every member regardless of their current <associate group name> expiry date?*
The aim of the payment system would be to minimise the amount of work involved. A yearly census date would work but my preference would be quarterly return. The payment for new members then would also be made on quarterly censuses date. If a yearly census date were to be used, then payment for new members would be made in the month that they join.
- 4) *If we were to join BREAZE and later wanted to leave what are the arrangements to dissolve the agreement?*
At the request of the <associate group name> sub-committee, the BREAZE Board would move a motion to dissolve the <associate group name> sub-committee and cancel the associated membership arrangement from the date requested by the <associate group name> sub-committee.

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- 5) *What / how much influence will the BREAZE committee have over our decision making? Do they have overriding authority over what we do?*
The BREAZE Board needs to ensure that all activities undertaken by any BREAZE sub-committees are consistent with BREAZE Rules and mission. As long as <associate group name> sub-committee is operating within these guidelines and providing monthly reports, it is unlikely that the Board would intervene at all. It must be pointed out that as per the Rules the Board does have the ultimate authority, but it is hard to see a circumstance where the Board would need to act.
- 6) *The monthly reports we send you are they for information only, or are we accountable to a separate committee for our decision making? Do we have to send a representative to the BREAZE meeting to present the report?*
The <associate group name> would be a sub-committee of the Board, thus would report to the Board. I would expect that the <associate group name> report would be distributed to Board members between 5 and 7 days before the scheduled Broad meeting, currently 3rd Monday of the month. I do not envisage that a <associate group name> committee member would need to be present. The Board would welcome any present or the offer of a <associate group name> sub-committee member to become a Board member. Occasionally the Board may ask for a <associate group name> sub-committee member to come to a Board meeting to discuss a particular issue.
- 7) *<associate group name> want to retain our own separate web site, and social media identity. Any issues with this? We would of course acknowledge or affiliation with BREAZE.*
The BREAZE Board has not considered this issue but I do not see and problems with <associate group name> maintain their own web site and social media presence, with crosslinks between web sites etc.
- 8) *What constraints would BREAZE have over what we do? Do we need to 'seek permission' for various events?*
The BREAZE Board needs to ensure that all activities undertaken by any BREAZE sub-committees are consistent with BREAZE Rules and mission. As long as <associate group name> sub-committee is operating within these guidelines and providing monthly reports, it is unlikely that the Board would intervene at all. With respect to events, as long as all future events are included in the monthly report I cannot see any issues
- 9) *<associate group name> want to retain and control our own bank accounts and investments. Any issues with this? Financial reporting would form part of the monthly report to BREAZE.*
The BREAZE Board does not have a problem with the <associate group name> sub-committee having control over the funds generated by and/or brought to the association. For reporting purposes to Consumer Affairs Victoria and Australian Charities and Non-for-profit Commission the <associate group name> funds need to be incorporated into the BREAZE accounts. The following are put forward for consideration.
- Bank Accounts**
With respect to actual bank accounts, the BREAZE Treasurer would need to have access to these accounts so that she could obtain statements for bank reconciliation. BREAZE's suggestion would be that the <associate group name> bank accounts would have three (3) signatories of which any two (2) are needed to operate the account. The three (3) would be <associate group name> Chair, <associate group name> Treasurer and BREAZE Treasurer

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Minimal Number of Transactions

BREAZE Treasurer would include the transactions from the monthly reports into the BREAZE accounts

Significant Number of Transaction

BREAZE has an on-line accounting package that allows multiple people to enter data into the system. The <associate group name> sub-committee treasurer would enter all financial activities associated with <associate group name> and be able to produce reports on these activities. The BREAZE Treasurer would be able to include the <associate group name> financial activities into the BREAZE monthly report, cancelling the need for <associate group name> to include the financials into the monthly report.