



Millinery Association of Australia Sub Committee Guidelines

A Sub Committee needs to be formed with no less than 4 members and subsequently inform MAA Committee of it's Members' names, contact details.

- Minutes of each meeting to be taken and presented to MAA Secretary
 - Number of Committee to be determined by the Chair and the project in hand
 - Committee business not to be discussed on Social media
 - All requests calling for assistance from Members must be sent out go through the Secretary.
 - Not to be discussed outside Committee until all details finalised
 - Do not agree to any financial commitment until passed by Executive Committee
- Once Finance details approved consequently liaise with the MAA Treasurer



New Terms & Conditions & Guidelines for MAA Hats Off To ----CONVENTION(S) Sub Committee

A Sub Committee needs to be formed of no less than 4 Members (**1 paid**) and no less than 18 months before Convention date and subsequently inform MAA Committee of it's Members' names, contact details.

- Minutes to be taken at each meeting and sent to MAA Secretary to keep MAA Committee informed.
- Design and submit a Budget to MAA Committee for approval once approved;
- Liaise with MAA Treasurer and have a specific Convention Account set up with Eftpos facilities included.

*** Unforeseen expenditure to be submitted for approval**

For an emergency decision contact MAA Secretary for approval-in writing, text message or email

- Submit proposed Tutor/Workshop details and content for Committee approval

(International Tutors –**preferably who have not tutored in Australia before and credentials required**)

- Choice of Workshops (**Skill Levels need to be indicated when advertising**)
- MAA Committee to be notified of any late changes to Convention programme to allow for arranging Flights/accommodation for Hall of Fame inductee to attend, MAA President to open /close Convention
- Sub Committee members to be restricted to 3 Workshops only throughout the Convention- needed for running, equipment distribution, coffee runs etc.
- When Convention details are ready to be made public –in fairness to Members who receive Snail mail – check with MAA Secretary for names and post out booklets, allowing 3-4 days for arrival before uploading to Website & Facebook

The aim of running Conventions and of any Events is to be self- sufficient –in other words cover running costs