



## HONORARIUM POLICY

### INTRODUCTION

The Croquet Victoria President, Secretary and Treasurer have out-of-pocket expenses by virtue of their office, each individual expense being too small to warrant seeking individual reimbursement, and some of for which the member does not receive an itemised Tax Invoice.

### PURPOSE

The purpose of this policy is to provide authorisation for the payment of honoraria to the President, Secretary and Treasurer.

### POLICY

The President, Secretary and Treasurer shall each be paid an honorarium which shall be set by Council each year, as part of the Budget. The honorarium is to cover the cost of minor items such as phone calls, postage, internet access, printer supplies, etc.

Honoraria shall be paid in the final month of each Croquet Victoria financial year, for the time served as President, Secretary or Treasurer during that financial year. As the Council year is from June to June, and the Croquet Victoria financial year ends at 31 Mar, this means that a person elected to one of these positions for the first time at an AGM will receive 75% of the set honorarium in that financial year and when standing down at an AGM will receive 25% of the set honorarium. Members filling casual vacancies will be paid pro-rata.

### RELATED POLICIES

Budgetary Timelines Policy

### AUTHORISATION

Honorary Secretary  
Victorian Croquet Association Inc.