



## Committee Structure and Policy

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### **COMMITTEE: SPEAKER AND PRESENTER COMMITTEE**

**Program Area: Industry Committee**

**Staff Liaison: Operations Manager**

#### **Purpose of the Speaker and Presenter Committee**

The purpose of the Speaker and Presenter Committee is to:

- Source and vet appropriate speakers for the Annual Conference and other Arboriculture Australia or Utility Arborist Association Australia (UAAA) educational events.
- Provide strategic direction and support for the planning and implementation of the Annual Conference educational agenda and other educational events.
- Ensure all conferences and events are consistent with the association's Mission Statement and ensure superior education programs are delivered, keeping our conference rated as the premier industry event in the Asia-Pacific region.

#### **Committee Structure**

The Speaker and Presenter Committee structure is defined.

1. The Speaker and Presenter Committee Chair is appointed by the Arboriculture Australia Board. The Chair can serve for a period of two (2) years. The Chair may be re-appointed consecutively, up to three times only.
2. Committee member's terms are for two (2) years; a committee member, other than the Chair, may serve for up to three (3) consecutive terms.
3. The Speaker and Presenter Committee consists of:
  - a. Chairperson (appointed by the Directors).
  - b. Two Urban Forestry representatives, ideally from a different State or Territory.
  - c. Two UAAA members, ideally from a different State or Territory.
  - d. One researcher (optional).
  - e. Staff Liaison (non-voting).

4. The Speaker and Presenter Committee members should, ideally, represent a good geographical distribution across Australia.
5. The process to appoint a committee member is:
  - a. A committee invitation form will be sent out from the Arboriculture Australia administration office to the members, seeking nominations for and vacant committee position/s.
  - b. The Chair will review and select committee members from the nominations received.
  - c. The Chair will put forward the committee list to the Board for final approval.

### **Work Plan**

The Speaker and Presenter Committee will develop an annual work plan at the last meeting of the year, for the next succeeding year, based on the Arboriculture Australia Strategic Plan that meets the following minimum key requirements:

1. Investigate and find suitable speakers. To be completed by the end of July of each year prior to the next scheduled event.
2. Review papers and other information written by the presenters. To be completed by the end of October of each year prior to the next scheduled event.
3. Pass on all relevant speaker details to staff to prepare official invitations, including terms and conditions. To be completed by the end of November of each year prior to the next scheduled event.
4. Collect speaker bios and provide to staff for inclusion in the Christmas edition of The Bark and also in the Annual Conference Registration Brochure.
5. Compile all papers, bios and presenter's photos for the autumn edition of The Bark and Conference Handbook, which is printed in the first week of April.
6. Prepare speakers bios, papers, PowerPoint presentations for conference proceeding CD. To be completed within one month after the Annual Conference.
7. Co-ordinate with ISA staff sponsorship team to enhance sponsorship opportunities related to annual conferences and events and review sponsorship structure and policies.

## **Speaker Structure (parallel sessions on Monday and Tuesday)**

### ***Urban forestry***

The Urban Forestry sessions will usually be presented on the Monday and Tuesday of the conference (consecutively with the Utility Arboriculture sessions). The speaker's presentation time will be 45 minutes, with five (5) minutes for questions and a five-minute buffer/changeover period.

Typically, six (6) presentations will be made per day, with a total of 12 presentations for the two days of conference sessions.

A maximum of two (2) international speakers will be invited each year. In this instance New Zealand shall not be considered international.

The remaining speakers are to be made up of presenters from Australia and New Zealand. No more than two (2) speakers from any one State, Territory or New Zealand should present at any one conference. The purpose of this is to ensure that a wide selection of speakers is sought from a variety of regions.

A strong preference is for speakers to present peer reviewed scientific research. Case studies, on a rare occasion, may be considered based on merit, but must be prepared from sound scientific research that has been peer reviewed.

Presentations of unsubstantiated opinion or of a commercially promotional nature are not acceptable.

### ***Utility arboriculture***

The Utility Arboriculture sessions will be presented on the Monday and Tuesday of the conference (consecutively with the Urban Forestry sessions). The speaker's presentation time will be 45 minutes, with five (5) minutes for questions and a five-minute changeover/buffer period.

Typically, six (6) presentations will be made per day, with a total of 12 presentations for the two days of conference sessions.

A maximum of two (2) international speakers will be invited each year. In this instance New Zealand shall not be considered international.

The remaining speakers are to be made up of presenters from Australia and New Zealand. No more than two (2) speakers from any one State, Territory or New Zealand should present at any one conference. The purpose of this is to ensure that a wide selection of speakers is sought from a variety of regions.

It is preferred that speakers present peer reviewed scientific research; however relevant industry case studies are acceptable.

Presentations of unsubstantiated opinion or of a commercially promotional nature are not acceptable.

### **Workshop Structure**

Various workshops will be offered, with a minimum of four (4) workshops offered annually. The purpose of the workshops is to offer deeper and more practical presentations by the conference speakers to a limited number of participants, allowing interaction between the speaker and participants.

All workshops should have a mixture of theory and field investigation or practical demonstrations. Presentation subjects must be different to those being presented in the Monday or Tuesday sessions.

Workshops do not have to be scientifically based and can have a range of educational sessions from business management through to pure science. It is preferred that the speakers presenting at the workshop present peer reviewed scientific research, however practical sessions are acceptable.

Workshop presenters should be selected from the conference speakers. All international speakers must deliver a workshop. Specialist presenters can be used for workshops outside the normal conference presentations, such as business management.

Sunday workshops should run for a minimum of two (2) hours and a maximum of three (3) hours, once in the morning and repeated in the afternoon. The only normal exception to this is tree climbing workshops; these may run for up to six (6) hours.

Other workshops may be offered as a supplement to the overall program and industry requirements. The following ratio of workshops should be achieved:

X3 Urban Forestry Workshops.

X1 Utility Arboriculture Workshop.

Workshops should have no more than x20 participants.

### **Speaker Entitlements and Requirements**

Arboriculture Australia has a **non-negotiable** policy that no honorarium will be paid to any speaker. All speakers will receive compensation by means of accommodation, full conference registration and travel only.

The Speaker and Presenter Committee shall compensate speakers accordingly.

### ***Overseas speakers' compensation (international)***

All international speakers are required to deliver two different presentations within the conference sessions, one each on Monday and Tuesday. International speakers are also required to deliver a workshop on the Sunday, delivered twice, once in the morning and once in the afternoon.

All speakers must submit a biography and two papers, one for each presentation. This information will be included on the conference proceedings CD. PowerPoint presentations are also requested where used, but will not be accepted in place of papers. All files will be converted to PDF format for the conference proceedings CD.

Timelines will be provided on the required delivery of these documents to Arboriculture Australia prior to the conference. Papers may also be reproduced in the Arboriculture Australia, The Bark.

**\*All international speakers who are delivering presentations as defined above are entitled to:**

1. Return economy airfare from their nearest international airport to the conference city.
2. Five (5) nights' accommodation at a hotel nominated by Arboriculture Australia (Friday, Saturday, Sunday, Monday and Tuesday night).
3. One (1) full conference registration, including all social functions.
4. Airport transfers from the airport nominated by Arboriculture Australia to the speaker's hotel.
5. Transfers from the hotel to the conference venue, where this is not within reasonable walking distance.

Items/benefits not included in the compensation are:

1. Transportation from the speaker's residence to their local airport.
2. Meals other than those included in the conference program.
3. Phone, minibar, internet connection or other incidentals.
4. The conference tour. Speakers may participate in the conference tour at the specified price.
5. Partner social event tickets. These may be purchased at the specified price.

***Australian, Singapore & New Zealand Speakers' compensation (domestic)***

All domestic speakers are required to deliver one or two presentations at the conference sessions on the Monday or Tuesday. Some domestic speakers will also be required to deliver a workshop on the Sunday (delivered twice).

All speakers must submit a brief biography abstract and a full paper. This information may be included in the registration brochure, handbook and on the conference proceedings CD. PowerPoint presentations are also requested where used, but will not be accepted in place of papers. All files will be converted to PDF format for the CD. Timelines will be provided on the required delivery of these documents to Arboriculture Australia prior to the conference.

**\* All domestic speakers who are conducting a workshop as well as presenting are entitled to:**

1. Travel costs, being:
  - a. From within 300km of the conference venue, re-imbusement of fuel, parking and tolls, or public transport costs (ATO kilometre rate for travel will not be paid), or
  - b. From 301km or more from the venue, one return commercial airfare from their nearest major airport to the conference city.
2. Three (3) nights' accommodation at a hotel nominated by Arboriculture Australia (Saturday, Sunday and Monday night).
3. One (1) full conference registration, including all social functions.
4. Airport transfers from the airport nominated by Arboriculture Australia to the speaker's hotel.
5. Transfers from the hotel to the conference venue, where this is not within reasonable walking distance.

Items/benefits not included in the compensation are:

1. Transportation from the speaker's residence to their local airport.
2. Meals other than those included in the conference program.
3. Phone, minibar, internet connection or other incidentals.
4. The conference tour. Speakers may participate in the conference tour at the specified price.
5. Partner social event tickets. These may be purchased at the specified price.

**\*All domestic speakers who are only presenting one conference session are entitled to:**

1. Travel costs, being:
  - a. From within 300km of the conference venue, re-imburement of fuel, parking and tolls, or public transport costs (ATO kilometre rate for travel will not be paid), or
  - b. From 301km or more from the venue, one return commercial airfare from their nearest major airport to the conference city.
2. Two (2) nights' accommodation at a hotel nominated by Arboriculture Australia (Sunday and Monday night).
3. One (1) full conference registration, including all social functions.
4. Airport transfers from the airport nominated by Arboriculture Australia to the speaker's hotel.
5. Transfers from the hotel to the conference venue, where this is not within reasonable walking distance.

Items/benefits not included in the compensation are:

1. Transportation from the speaker's residence to their local airport.
2. Meals other than those included in the conference program.
3. Phone, minibar, internet connection or other incidentals.
4. The conference tour. Speakers may participate in the conference tour at the specified price.

5. Partner social event tickets. These may be purchased at the specified price.

\* **All workshop presenters** who are delivering a Sunday workshop only are entitled to:

1. One (1) full conference registration, including all social functions.

Items/benefits not included in the compensation are:

1. The conference tour. Speakers may participate in the conference tour at the specified price.

2. Partner social event tickets. These may be purchased at the specified price.

### **Affiliated Committees**

At times, the Speaker and Presenter Committee will need to work closely with other Arboriculture Australia committees.

This Speaker and Presenter Committee will need to ensure that there are open communication channels to liaise with, and work in close collaboration with:

1. Finance Committee.

2. Membership, Communications and Marketing Committee.

### **Meetings**

The Speaker and Presenter Committee will have at least three committee meetings via conference calls per year. Conference calls are to be scheduled, as appropriate, to meet the objectives of the committee. Other business will be conducted via email.

### **Budget**

The Speaker and Presenter Committee Chair will provide a comprehensive budget for the following financial (calendar) year to the Finance Committee by 01 July each year. The Finance Committee will present the budget to the Board for approval.

The Speaker and Presenter Committee budget should include costs such as:

- Airfares and accommodation.
- Room hire.
- Catering.
- Teleconferences.



## Policies

1. All committee members must be a current financial member of Arboriculture Australia while serving on the committee.
2. All external correspondence sent from a committee member must be placed on Arboriculture Australia letterhead and approved by the Operations Manager before being distributed.
3. Committee members shall disclose any potential conflict of interest. Members are required to sign the Arboriculture Australia conflict of interest declaration.
4. Committee members shall sign the Arboriculture Australia confidentiality agreement each year.
5. Committee members are expected to participate actively in committee projects and decisions. The committee may, at its discretion, replace committee members who do not actively participate.
6. Terms of office are concluded on 31 December, in the year of expiry of their term.
7. A committee member who misses two consecutive meetings without explanation may be removed from the committee.
8. The committee Chair is responsible to keep the Operations Manager informed of any changes to the committee members.
9. All committee members must have an intermediate level of computer skills for Excel and Word, as a minimum.
10. All documents will be in Microsoft Office format.
11. The committee member must use an email address that is not accessible to any other person.
12. At no time is the committee to purchase or consume alcohol at the association's expense.
13. Irrespective of the approved budget, at no time shall the committee spend money without prior approval from the Treasurer or Operations Manager.

14. A reimbursement for any financial expenditure, in line with the approved budget made by a committee member, must be submitted to the Operations Manager for processing. The Operations Manager can approve claims up to \$500.00. For claims above \$500.00 to \$1,000.00 the Operations Manager must also seek approval from at least one Director. Claims above \$1,000.00 must be approved by a Director and the Treasurer.

### **Consensus Decision Making**

The Speaker and Presenter Committee will function by consensus decision making. The committee recognises the following categories of consensus:

1. Strongly agree.
2. Agree.
3. Agreement, with some concerns as expressed to the committee.
4. Not in agreement, but willing to accept the consensus of the committee.
5. Not in agreement, and unwilling to accept the committee consensus.

Where a decision by consensus is not possible, a vote will be taken and the majority rules in the presence of a quorum. A quorum shall consist of greater than 50 percent of the committee members. The Speaker and Presenter Committee Chair shall cast the deciding vote in any case of a tie.

The Speaker and Presenter Committee Chair will ensure via the staff liaison that minutes are accurately recorded and distributed to committee members in a timely fashion. All minutes are to be filed at the Arboriculture Australia administration office.

### **Reference Documents – Internal and External**

The Speaker and Presenter Committee shall refer to the following reference documents:

- Arboriculture Australia Strategic Plan.
- Conflict of Interest Declaration.
- Confidentiality Agreement.