

POLICY REGARDING EVENTS ORGANISED BY BRANCHES

Financial Risk

Branch Committees must seek the prior approval of Council or the Executive Committee before approving activities which put at risk more than £1,000, with the exception of Waverley charters.

Approved by the Council on 28 March 2020

Events for Members

The Society is established for charitable objects and cannot use its funds for the benefit of its members.

Before an event primarily intended for members is approved by the Council or the relevant Branch Committee, a complete estimate of its costs must be prepared. In setting the charges or prices organisers must take into account all the costs of the event including the cost of guest tickets or meals and assume a 90% take up rate.

It must be the intention that the event will make a surplus.

During the preparations for the event, organisers must use every endeavour to keep to the approved budget. If a loss is anticipated then the event must be cancelled or the charge increased. An event cannot be considered a success if its costs are not covered by income.

Approved by the Council on 24 February 1996

Please note that this policy does not apply to our programme of winter meetings as these are open to the public and thus can be paid for from charitable funds as they further public education in paddle steamers.