



DARTS AUSTRALIA INC.

EVENTS MANAGEMENT POLICY

1. Purpose and Scope

Darts Australia Inc. manages events according to priorities identified in its strategic plan and/or through specific project activity.

This policy provides broad guidelines on planning, managing and evaluating events by the organisation. The management of some events may additionally be guided by specific funding and performance agreements.

2. Definitions

Events may include large meetings such as the Annual General Meeting, networking, training, consultation and development activities for clients, employees or others and forums and/or conferences.

Event Coordinator: oversees the management and organisation of an event. Event coordination may be part of a job description or an additional function of any employee demonstrating relevant capacity and interest.

3. Principles

Planning is adequate to manage Darts Australia Inc. events to agreed goals and available human and financial resources.

Event aims, activities and outcomes align with Darts Australia Inc.'s strategic plan.

Conference and event planning activities and outcomes are communicated with staff, Board of Directors, clients, members and other relevant stakeholders.

4. Outcomes

All events are well organised and managed.

All events are evaluated and the information collected used to inform future activities and events.

Darts Australia Inc. events are informative and relevant for the NSW drug and alcohol non-government sector.

5. Functions and Delegations

Position	Delegation/Task
Board of Directors	<p>Ratify budgets for events.</p> <p>Be aware of and contribute to events as relevant.</p>
Management	<p><u>CEO/Manager</u> Support planning and implementation activities of events.</p> <p>Sign off (with Board signatory) on all external funding and performance agreements.</p> <p>Ensure management of events is in line with Darts Australia's strategic direction and program deliverables.</p>
Staff	<p>Undertake specific tasks as delegated by Darts Australia President to contribute to the planning, implementation and evaluation of events.</p> <p><u>[insert position]</u> Financial administration (e.g. payment of invoices) of events.</p> <p>Develop and/or provide advice on budgets if necessary.</p> <p><u>[insert position]</u> Manage event planning and administration including:</p> <ul style="list-style-type: none"> - promotion of event and distribution of registration and promotional materials - arranging venue and speaker/s for the event - facilitation of event organising committee as relevant - managing event budget and expenditure - preparing event materials - conducting an evaluation.

6. Risk Management

Staff appointed as event coordinators have skills in managing events.

Risk management consideration is embedded into event planning. The event coordinator will take steps to reduce risk proactively.

The event may be exposed to risks that are beyond the event coordinator and Darts Australia Inc. control. Working in partnership with external organisations is one such risk factor - Partnership

Agreements, Memoranda of Understanding and other contractual relationships are likely to reduce the risk.

Individual event management plans are reviewed according to the stated schedule.

7. Policy Implementation

This policy is developed in consultation with all staff involved in planning, implementation and evaluation of Darts Australia Inc. events. The Board of Directors should also be familiar with their functions and delegations outlined in this policy.

This policy should be referenced in relevant policies, procedures and other supporting documents to ensure that it is familiar to all staff and actively used.

This policy will be reviewed in line with Darts Australia Inc.'s quality improvement system and the review of associated policies.

8. Policy Detail

Lead responsibility for the planning, implementation and evaluation of events lies with the Darts Australia Inc. Board of Directors, in some instances, a specific event coordinator will be appointed, who will be responsible for managing the coordination of the event.

8.1 Planning

The management of a successful event requires a detailed planning and consultation process.

The planning process for events may involve a number of staff members taking responsibility for different tasks.

Tasks usually include:

- Developing a budget
- Seeking sponsorship where appropriate
- Arranging the venue for the event and organising registrations
- Approaching potential speakers
- Convene organising committee for event
- Promoting the event
- Preparing event materials
- Organising materials to be taken to the event
- Collecting papers for printing and distribution before and after the event
- Conducting an evaluation
- Collating feedback and reporting on event outcomes to the Board of Directors, members, funding bodies and other stakeholders.

The Managing Events Checklist and the Project Planning Policy provide details on planning events.

8.2 Budget

An adequate budget is to be identified for all [insert organisation name] events before other tasks are initiated. The budget should take into account expenses such as venue hire, catering, audio visual equipment and promotion and advertising costs as relevant.

For events in which a registration fee is required, registration fees should be decided based on total event expenses and a realistic number of delegates in order to reduce the risk of incurring a loss.

Darts Australia Inc. may receive specific funds or sponsorship to contribute towards the running of events. Where the funding is guided by a specific funding agreement, the event coordinator is responsible for meeting all deliverables set out in the agreement.

8.3 Sponsorship

Darts Australia Inc. welcomes sponsorship for its events from government agencies, non-government organisations, charitable foundations or private companies. Sponsorship is particularly useful as it helps to reduce costs for the target group.

Sponsor contributions will be acknowledged, this may involve:

- including the sponsor's logo on event materials
- allowing the sponsor to set up a display at an event
- acknowledging sponsorship in any opening and closing address; and/or
- offering free participation to a sponsor's representatives.

Sponsorship or advertising from organisations or individuals that are engaged in business which is unlawful, unethical or damaging to public health and wellbeing will not be accepted.

Darts Australia Inc. will not accept sponsorship or advertising, or agree to any conditions of sponsorship, which may compromise its independence, or compromise the purpose of the event.

8.4 Venue Arrangement and Registrations

An event venue should be booked well in advance (at least a month before forums, several months before conferences). Factors that should be considered when deciding on a venue include cost, facilities, accessibility and capacity.

Registration forms should include the following: Darts Australia Inc. logo, event title, date and time, venue, keynote speakers/topics, costs (if applicable), RSVP date and contact person.

A list of registrations (including payment status if applicable) is to be kept for each event.

8.5 Promotion

Events are to be promoted using a variety of communication strategies including the organisation website, mail outs, appropriate networks, Facebook, Twitter and media outlets.

If it is necessary to engage a consultant to support event planning and implementation (e.g. designing event promotional materials), refer to the [External Relationships Policy](#) and supporting documentation.

8.6 Evaluation

Darts Australia Inc. conducts evaluations of its events as a matter of good practice and continuous improvement. This is also frequently a requirement of funding agreements. As such, event evaluation should be considered as part of the planning process.

The specific evaluation process used may vary according to the nature of the event, or the requirements of funding agreements.

Event feedback should be collated into a short report for distribution to the Board of Directors, funding bodies and other stakeholders (report format and distribution may vary according to event type and specific funding agreements).