



**1. Introduction:**

Members of the Executive consist of Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer and two Advisors.  
Advisors have a voice and vote at the executive meetings. (Executive motion Feb 2003)

**2. Purpose:**

Executive meetings are held as required to allow the Executive to plan for the AWSC and Assembly and to deal with OSA business matters.

**3. Timing:**

In January following an election assembly, an Executive Handover meeting is held. It is attended by both the newly elected and the outgoing Executive members and for part of the meeting both the newly appointed and outgoing Coordinators are invited to attend. The purpose is to inform the newly elected Executive of issues that are to be attended to by the new Executive.

For the year after elections, additional meetings are held in March, July & November. In the 2<sup>nd</sup> and 3<sup>rd</sup> years of the term, the meetings are held in February, July and November.

The Executive may call additional meetings if the need arises.

**4. Location:**

A suitable location is chosen among the Executive members partly determined by where Executive members live and where is the most economical location when travel and accommodation costs are considered.

**5. Accommodation:**

Arrangements for accommodations will be made by the Treasurer or Chairperson and paid for by the Area Treasurer. Executive will be provided with accommodation of 2 people per room. (AWSC Motion 2004)

**6. Travel Costs:**

Certain costs are set by the Executive and may be revised depending on economic factors such as the price of gas. The Area Treasurer will announce the mileage rate at AWSC. When travel by car is not possible, other methods of travel may be used, dependent on circumstances, and should be discussed with the Executive prior to the event to be attended.

**7. Meals:**

Where meals are not included in the accommodation package, Executive members will follow the meal allowance as announced by the Treasurer at AWSC.

**8. Other Expenses:**

Other expenses required during the performance of their duties. For example OSA covers mailing, printing, supplies etc.

**9. Expense Claims:**

Expense claims must be submitted with receipts. (Executive motion April 26, 1997)

**10. Floats:**

A float may be given to an Executive if required and requested. The Treasurer will keep a record of the floats given out and will ensure they are returned or accounted for at the end of the members term.