

MEAFEC POLICY AND PROCEDURE MANUAL



This document will be reviewed and amended from time to time on a needs basis.

This document will be presented to the members at the next AGM and formally adopted as a policy and procedure guideline for members and committee.

Any review/amendment to be approved by the MEAFEC committee and formally accepted at the next MEAFEC AGM.

1. MEAFEC aim to care and protect the natural environment in the postcode area 3930. MEAFEC will support the efforts of other like minded environment organisations, however the principal area of operations will be postcode 3930.
2. MEAFEC equipment, including all assets, tools, chemical equipment purchased by MEAFEC is for the principal benefit of MEAFEC members carrying out the aims and objectives of the organisation.
3. Any “loan” of MEAFEC assets or equipment is only permitted if the asset or equipment is under direct supervision and care of a member of the committee. In particular the MEAFEC projector and screen.
4. All MEAFEC communication with people or organisations in the community - both written or verbal - must represent the interests and viewpoint of the MEAFEC organisation and reflect current policy and procedure. All written communication must be reviewed by the committee who have an implicit shared responsibility for the contents.
5. MEAFEC reserve funds. MEAFEC will retain reserve funds of \$15,000 of current total funds in reserve for exceptional purposes. Surplus funds will be expended on MEAFEC projects. MEAFEC projects will be planned and budgeted as follows:
 - 5.1. From time to time, Committee members can propose works plans for MEAFEC projects.
 - 5.2. The committee will review the list of proposed works programs and assign priorities to assess merit for environmental values.
 - 5.3. All projects to be fully costed and designed for completion within a 3 year time frame.
 - 5.4. The basis for consideration and priority ranking will be made on assessment of environmental benefit, and measured against the group benefit to members.
 - 5.5. Due consideration will be made to works programs carried over from previous years projects.
 - 5.6. When final project proposal voting takes place - the program proposer will not vote for their project, leaving the decision to the remaining committee members. Projects receiving the highest vote will have priority.
6. From time to time - under exceptional circumstances the Committee may vote to amend or ignore an approved policy and procedure guideline. Any such action to be reported to members at the following AGM.