



## Special Events Policy

In keeping with its mission of furthering the aquarium hobby by the dissemination of information and advice and the promotion of good fellowship among the members by organized activities and competitions, the Potomac Valley Aquarium Society (PVAS) hosts a variety of special events. This Special Events Policy applies to PVAS-sponsored events requiring funding of \$1000 or more.

### **Appointment of Special Committee and Chair**

In keeping with PVAS Bylaws, the board of directors will appoint a special committee to execute the special event. The president will appoint the committee chair. The Chair will appoint committee members. The president shall be *ex officio* a member of the committee. Such committee shall serve at the pleasure of the board.

### **Budget**

The committee chair will prepare a budget for the special event and present it to the president who will secure approval from the board. The committee chair will manage the event within the budget and provide the board with reports at a pre-determined frequency to include budgeted amounts, actuals-to-date, and expected-to-date with budget line items anticipated to be over or under budget by 5% or more highlighted. The budget should include a brief analysis of the risks associated with the event and actions taken to manage those risks such as the purchase of insurance or negotiated contract clauses.

### **Obligation of Funds**

Authority for the obligation of funds and signing of checks will be consistent with the PVAS Bylaws and Fiscal Policy. The PVAS treasurer will maintain a binder containing copies of the budget, financial reports, contracts, and original receipts until all event-related financial transactions have been completed. These records will be turned over to the president or corporate agent for safekeeping.

### **Meeting Minutes**

The committee chair will publish an agenda for planning committee meetings and appoint a committee member to take meeting minutes. Meeting minutes will be published to committee members within two weeks of the meeting and made available to board members upon request.

### **Historical Document and Data Retention**

The special committee chair will turn over documents and data to be retained by the club to the president by the end of the quarter following the event. These should include a financial report showing budget and actuals, a complete set of meeting minutes, the number and type of participants, and any other documents of historical interest such as a copy of the program, banners, logos, etc.