

## AUTODESA ADMINISTRATIVE PROCEDURES

### Version 0.10

#### Document Control

Version	Date	Author/Modifier	Authority / Minute of Meeting	Changes
0.1	20 May 05	Bob Ivey, Secretary	General Meeting 28 Apr 05	Created as one document - Technical & Admin procedures
0.2	26 Jul 05	Bob Ivey, Secretary	General Meeting 21 Jul 05	Tech Cttee replaced by Schema Devel Team. Criteria for "In Use" & "Published" schema
0.3	22 Aug 05	Bob Ivey, Secretary	Steering Committee	Title of "Schema Development Sub-committee" replaced by "Sub-committee"
0.4	7 Sep 05	Bob Ivey, Secretary	Steering Committee	Add: 7. Advice to STAR
0.5	18 Oct 05	Bob Ivey, Secretary	Steering Committee	Review Para 3 Steps to Take & In Use criteria
0.6	25 Oct 05	Geoff Connor	Steering Committee	Addition of required documentation detail.
0.7	28 Oct 05	Bob Ivey, Secretary	General Meeting 27 Oct 05	As per Minutes of Meeting
0.8	11 Apr 06	Bob Ivey, Secretary	Steering Committee 11 Apr 06	Add: 7.3. Companies with common ownership
0.9	1 Sep 06	Bob Ivey, Secretary	General Meeting 24 Aug 06	Modifications to include DTS, replacement of Schema Development Team with Interface Development Team.
0.10	27 May 07	Bob Ivey, Secretary	Steering Committee	Move Admin Procedures to separate document in line with website layout

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## 1. Introduction

- 1.1 This document details administrative procedures and processes to be followed by AutoDESA members, the AutoDESA Steering Committee, Interface Development Teams, sub-committees, the Secretary and others undertaking administrative tasks for or on behalf of AutoDESA. Technical Procedures are detailed in the separate document "AutoDESA Procedures - Technical"
- 1.2 Amendments to this document are subject to agreement by a majority vote of members of the Steering Committee appointed in accordance with the AutoDESA Constitution.

## **2. Membership**

- 2.1 Attendance at Meetings. Non-financial members may attend two meetings within a membership year, after which they are to become financial before attending further meetings within that year.
- 2.2 **Membership Fees.** The membership fee for new members for their first year of membership only, is to be a pro-rata amount based on their first date of attendance at a meeting. For all other membership years a full year fee is to be charged.
- 2.3 Companies with common ownership but with different business activities and applications are to be treated as separate entities for financial membership and voting entitlement purposes.

## **3. Duties of the AutoDESA Secretary**

- 3.1 Prepare and distribute minutes of AutoDESA general meetings.
- 3.2 Undertake required logistics and administration in preparation for general meetings.
- 3.3 Respond to general enquiries generated from web-site and other sources.
- 3.4 Update the AutoDESA website content as required.
- 3.5 Attend AutoDESA Steering Committee and General Meetings as required.
- 3.6 Other miscellaneous administrative tasks as instructed and agreed to by the Steering Committee from time to time.
- 3.7 Provide to Steering Committee a detailed Monthly Activity (Work performed/to be performed) Report including number of hours worked in past month, YTD hours cumulative and projected hours for following month.
- 3.8 Provide detailed Monthly Expenditure Report to Steering Committee, showing expenditure for past month, YTD and projected for following month to ensure cash positive position.
- 3.9 Submit Compensation and Expenses Claim monthly, at month end, to Steering Committee (or Chairperson) for approval.
- 3.10 Arrange payment of accounts each month, including Claim amount each month to Secretary.
- 3.11 Issue tax Invoices to members.
- 3.12 Conduct banking of fees and any sundry income.
- 3.13 Follow up late or non payment of membership fees
- 3.14 Administer and maintain Accounts
- 3.15 Maintain members register, with all personnel listed by member companies.

## **4. Guidelines for Secretary's remuneration**

- 4.1 Secretary's hourly rate of remuneration is to be determined by the Steering Committee.
- 4.2 Secretary's hourly rate includes remuneration for cost of running a home office, minor stationery, office expenses, being available by email or mobile and resultant Telco charges, reasonable STD charges and delayed reimbursement of stipend.
- 4.3 Secretary's hours are to be limited to an average over the period of a financial year of 35 hours per month. Any increase in these hours is to be agreed by Steering Committee on a monthly reporting basis.
- 4.4 If less than 10 hours are worked in a month the minimum fee will be ten hours.

## **5. Steering Committee Responsibilities in Relation to the Secretary**

- 5.1 Review Monthly Activity Report. (Paragraph 3.7)
- 5.2 Review Monthly Expenditure Report (Paragraph 3.8)
- 5.3 Review and promptly approve Compensation and Expenses Claim (Paragraph 3.9).
- 5.4 Review any request to work any hours exceeding budget (Paragraph 3.7)
- 5.5 Provide direction and management of secretarial resource.
- 5.6 Approve other miscellaneous tasks for secretary.
- 5.7 Steering Committee is to approve any large expenses, i.e. printing costs, consultants, web costs etc.

**(End)**