



Guidelines for Committee Budgeting for Face-to-Face Meetings

Purpose: To help Committees plan productive face to face meetings and create budget within guidelines.

Background and Rationale:

- All association income regardless of sponsorship/partnership committee focus will be pooled into the central association funds. This creates the need for prudent management to enable all committees including core committees that have no sponsorship/partnership support to carry out essential work with face to face meetings
- A committee budget is planned by the committee chair(s) annually and allocated from the central association funds.
- Many committee members are supported by their association as assembly members or from congress speaker fees. This is advantageous and should be taken into account by the committee chair while planning annual budget
- The annual budget is a projected expense and any unused amount does not carry on to following year. In addition, if any new unplanned initiative arises during the year the committee chair(s) can make special request to be approved on a case by case basis
- This new budget approach is intended to make it fair and productive for all committees.

Definitions of committees:

- Core committees = FAC, LNC, CSC, SC
- Guidelines committees = AWWC, DGG, GNC, GPC, HDC, OHC, PWG, RCG, TGG, VGG, WOW
- Member support committees = CE, TAT, One Care

Travel and Accommodation

- Each committee to be given a set amount from committee budget to allocate to travel and accommodation to attend a face to face meeting. This is recommended (though not limited to) to be at the congress.
 - budget up to a maximum of
 - 6000 USD for core committees and TAT and One Care
 - 12,000 USD for all guidelines committees and CE
 - To cover cost of airfare economy RT for committee chairs and committee members not financially supported by speakers fees or from their respective member association

Projects to be proposed in a separate budget item

- Any proposed projects should be detailed in the budget submission
- Details of the project and what funds are needed for should be included
- A proposed outcome or purpose of the project should be clear and specific with timelines of completion
- These proposals will be reviewed and approved by the EB



Complimentary registration at congress

WSAVA Committee Chairs

- Committee chairs receive complimentary registration and one ticket to each social event (Meet & Greet Reception, President Reception and Gala Dinner)
- Accommodation to be booked by the individual but can be reimbursed, out of the committee budget of up to 2 nights
- Where Committee Chairs are also speakers, they will ask the PCO to add their additional nights to the allocation. The PCO will recharge WSAVA post congress.

Committee members

- If the committee chair has arranged for a meeting during congress Committee members that are not covered by congress speakers budget or member associations and choose to attend congress can avail of a special registration cost of 150 USD
- Committee members receive an invitation to the Presidents Reception
- Accommodation to be booked by the individual. The committee chair(s) decides if this can be reimbursed out of the committee budget
- Where committee members are also speakers, they will ask the PCO to add their additional nights to the allocation. The PCO will recharge WSAVA post congress.