



**Title: Presentation Policy**

**Section: Procedures**

**Written by: Sarah Meney**

### **Policy Statement**

UBC greatly appreciates all contributions made to the organisation and is proud of all contributions made on behalf of the organisation. When a presentation is made, UBC wishes to ensure that the organisation is represented in a manner that is consistent with our aims and values, while representing all members, volunteers and staff of UBC.

### **Purpose and Scope**

The aim of this policy is to ensure that UBC is represented in a way that is consistent with our aims and values, while representing all members, volunteers and staff of UBC, when participating in a presentation.

### **Definitions**

UBC: The Uncle Bobs Club

State Committee: Directors of Uncle Bobs Club

### **Policy**

#### Expectations of all persons involved in presentations

All UBC members, volunteers and staff members should, whenever possible, wear the current uniform of UBC. If this is not possible, individuals should dress in a manner that is professional. Individuals presenting on behalf of UBC should also act in a manner that is respectful, courteous and in line with UBC's Code of Conduct.

#### Presentations to a Local Organisation by a Local Branch or Group

Presentations to a local organisation will be made by one or two Office Bearers of the local branch or group. If none of the local Office Bearers are available, they may contact the State Secretary with no less than two weeks' notice, to determine if a member of the State Committee is available to attend the presentation on their behalf. If no local Office Bearers or State Directors are available, a local member of UBC may be asked to attend, at the discretion of the State Committee.

### Presentations to a Larger Organisation that Spans a region of the State

Presentations to a larger organisation will be made by the State President and, if appropriate, one other member of the State Committee. If the State President is not available, a Vice President may act on their behalf, or another member of the State Committee if the State Committee deems it to be appropriate. If it is recognised that the larger organisation has had close contact with a particular branch or group, an Office Bearer from that branch or group may be asked to represent UBC.

The only exception to this is televised presentations.

### Televised Presentations

Presentations which are televised (for example the Good Friday Appeal Cheque Presentation) present UBC with an opportunity to not only present funds raised, but also advertise the club to a wider audience. For this reason, a larger group may be present.

At any one time, UBC will endeavour to keep the number of people involved in the presentation at or below eight individuals. If UBC are presenting to one individual, seven people may be selected. If UBC are presenting to two individuals, six people may be selected, on so on.

UBC will endeavour to have a diverse mix of people represented in the presentation. UBC will also endeavour to have all organisations involved with the fundraising for the particular event represented in the presentation. If this is not possible while maintaining the rule of eight individuals, a decision will be made based on the majority of UBC Directors present at the time. In this situation, UBC Directors will take into account organisations or individuals who are celebrating significant anniversaries with UBC.

### Presentations from Other Organisations to UBC

When another organisation has requested UBC representation to receive a presentation, UBC will endeavour to provide representation in accordance with the organisations preferences, so long as it is in line with the values and principles of UBC.

### Disciplinary Procedures

If any volunteer, staff, member or director, is found to be in breach of this policy, they will face disciplinary action. This action will be determined by State Committee, or if it is deemed necessary, a specially formed committee. Actions taken by UBC may vary from a written warning, up to termination of employment or cessation of engagement with the organisation. There will also be full cooperation with the relevant legal authorities.

### Charter of Human Rights Compliance

It is considered that this policy does not impact on any human rights identified in the Charter of Human Rights & Responsibilities Act 2006.

### Review

This policy and related procedures will be reviewed every three years, unless changed circumstances require earlier review.

**Associated Policies, Procedures and Other Documents**

- Code of Conduct

**References**

- N/A

Policy Name: Presentation Policy

Responsible Director: State Secretary

Functional Area: Procedures

Date adopted: 24<sup>th</sup> January 2019

Review Date: 24<sup>th</sup> January 2022

**Review History**

Date	Review Details	Action

## PRESENTATION POLICY

I confirm I have read and understood the Presentation Policy

Staff Signature ..... Date .....

Print Name .....