

  
**VIETNAM VETERANS ASSOCIATION OF AUSTRALIA**  
**SOUTH AUSTRALIA BRANCH INCORPORATED**

**Administrative Instruction 09/2011**

**Planning for State Council Meetings**

**Introduction**

1. At each AGM committee members nominate when to host State Council meetings planned for the following year. All State Council meetings will be held in at the Combined Mess, Torrens Parade Grounds, unless otherwise notified.
2. The aim of this AI is to provide details of some of the essential requirements that need to be considered when planning a State Council meeting.

**Detail**

3. The delegate who offers their sub-branch as a host for a State Committee meeting must ensure that the sub-branch committee has given prior approval and offered full support.

**Venue**

4. The venue (if other than the combined mess-Torrens Parade ground) must be capable of providing seating for two delegates from each sub-branch (even though some sub-branches do not always send delegates) plus seating for the State Council. It is also desirable to provide seating for observers.

**Venue Availability**

5. The venue must be available from 1400 hours to 1900 the evening prior to the State Council meeting. If the Monday afternoon availability is a problem then other arrangements will need to be made.

**Seating**

6. Tables should be arranged in a rectangle with seating provided for all committee members.

**Power**

7. A power point should be available for the PA system etc.

Authority: State Council Meeting on the: 20<sup>th</sup> February 2011

