

Schedule B: Services Provided

For period commencing: 1 July 2021

Below is a table outlining all of the services which will be provided under this contract for the Australasian Trauma Society.

Services marked with * may incur additional charges as outlined in the Standard On-Costs Schedule.

Category	Service	Y/N
Office Management and Infrastructure	Provision of an allocated association management team to coordinate day-to-day operations of the organisation	Y
	Provision of a dedicated phone number (including voicemail personalised for your organisation), fax and email address*	Y
	Provision of a PO Box, all mail handling and a physical address for couriers/deliveries	Y
	Storage (digital and physical) for current filing (up to two years' materials)	Y
	Offsite storage of non-current materials in accordance with agreed archiving policy*	Y
	Stationery management for ongoing use	Y
	Provision of business systems to enable effective operation of the organisation	Y
	Access to boardroom facilities in the TAS office (Sydney & Melbourne) on a complimentary basis	Y
Preparation and distribution of Management Reports	Y	

Category	Service	Y/N
Communication	Responding to or re-direction of enquiries/correspondence from members, the general public and all other stakeholders	Y
	Responding to enquiries/correspondence from the Executive Committee, other Board members and other office bearers.	Y

Category	Service	Y/N
Membership Management	Maintenance of complete and accurate membership records within the selected database system	Y
	Maintain database of potential new members / contacts*	Y
	Responding to member queries as required	Y
	Management of the annual membership renewal process: <ul style="list-style-type: none"> ● Production and distribution of notices ● Production and distribution of reminder notices ● Processing of all renewals into database ● Production and distribution of tax invoices 	Y
	Processing of membership receipts and distribution of confirmation letters	Y
	Processing of new membership applications and communication to potential members through the application process	Y
	Review and follow-up of all outstanding membership dues	Y
	Preparation and distribution of reports relating to membership/new member demographics and statistics as requested by the Board	Y
	Preparation and distribution of new member packs	Y
	Production and issuing of certification cards *	N

Category	Service	Y/N
Financial Management	Maintenance and preparation of complete books of account for the Organisation	Y
	Receipting and prompt banking of all monies	Y
	Follow up of outstanding invoices issued by TAS on behalf of the organisation	Y

	Fortnightly preparation of accounts for payment	Y
	Production and distribution of the following financial reports monthly or upon request:	Y
	<ul style="list-style-type: none"> • Balance Sheet • Profit & Loss 	
	Preparation and submission of quarterly BAS returns* (only applicable to associations registered for GST)	N
	Preparation and completion of annual returns required by the local or national governing body when they fall due	Y
	Coordination of preparation and submission of annual tax returns * (by an outsourced provider)	Y
	Coordinate audit by an independent auditor	Y
	Implementation of cash reserve management plan, as devised by the Board/Committee	N

Category	Governance Service	Y/N
Governance Support	Advising the Board / Executive on legislative matters and the interpretation of the Organisation's constitution	Y
	Acting on behalf of the Public Officer for the Organisation in preparing and submitting the mandatory reports to the local or national governing body	Y
	Management of statutory compliance with the local or relevant governing body	Y
	Maintenance of corporate documents and records	Y
	Preparation and management of the Annual General Meeting (AGM), including:	Y
	<ul style="list-style-type: none"> • Preparation of agenda and action list • Preparation of nomination and proxy forms • Collation and distribution of reports and meeting papers (including board reports and legislative reports i.e. financial audit report and directors report) • Management of logistics for meeting • Production, distribution and filing of minutes post meeting • Maintenance of corporate documents and records 	

Considerations:

The current scope of services includes a provision for one (1) representative of TAS to attend the AGM in person. Should the AGM be held electronically, the contract has allowed for two (2) TAS representatives to be present for the meeting.

Category	Service	Y/N
Marketing, Website & Publication Support	Maintenance and management of Website	Y
	Maintenance of a members' portal on the website	Y
	Updating of website calendar of events	Y
	Perform mass email blasts to members and subscriber databases as directed by the committee	Y
	Liaising with the elected web master to ensure currency and accuracy of information on the website	Y
	Uploading to the website of newsletters, journal articles, publications and sponsorship details	Y
	Upload Social Media content per direction by the Board / Committee (excludes content generation / sourcing)	N
	Co-ordination of the production of printed and web-based materials (excluding content generation)	Y

Considerations:

The above provisions for marketing, website & publication support include 4 x Trauma Talk Newsletters per annum.

Category	Service	Y/N
Meeting Management	Preparation of agenda and action item list	Y
	Collation and distribution of Committee reports and papers pre-meeting(s)	Y
	Participate via teleconference or in person	Y
	Production, distribution and filing of minutes post meeting(s)	Y
	Maintenance of corporate documents and records	Y
	Management of logistics for all meetings	Y

Considerations:

The above provisions for meeting management services apply to the following:

- 4 x Board Meetings per annum

Any additional meeting are subject to additional fees in accordance with the hourly rates enclosed within this document.

Category	Service	Y/N
Event Management	Venue arrangements including obtaining quotes, negotiating terms, coordinating contracts and ongoing liaison with the venue in the lead-up to and including the event	N
	Set up of registration on on-line system, processing and receipting all registrations	N
	On-site management of event/s, including the provision of the appropriate number of staff members on-site*	N
	Speaker management and delivery of entitlements	N
	Financial management of the event/s, including the preparation of a budget, preparation of a P&L, management of accounts payable/receivable	N