

1. Organisational

1.5. RCM Conference Policy

This policy must be read in conjunction with Riverina Conservatorium of Music (RCM) Organisational Policies General Outline, Definitions and Relevant Legislations.

1. Purpose

The RCM recognises that conferences and conventions that promote a greater understanding of music and music education are critical to the future development of the organisation. The RCM actively promotes RCM teaching and administrative staff to attend conferences and conventions that will improve its capacity to provide quality music education and performance opportunities to the Riverina.

2. Additional definitions

Conference: defined as a large meeting of people with a shared interest who gather, typically over several days, to discuss and present information about a specific subject or topic.

3. Application of Policy

a. RCM Personnel

- i. The RCM Board of Management strongly supports RCM teaching and administrative staff attending professional conferences, conventions and other professional development activities that enhance the RCM's ability to achieve its strategic goals. Applications by staff are to be submitted to Heads of Department for approval prior to attendance.
- ii. Consequently, approval may be given to provide financial and logistical support to staff attending conferences that are directly related to the staff member's employment at the RCM. Please refer to RCM Professional Development Policy for details regarding the protocols for professional development.

b. RCM Director (CEO) and Executive Staff

- i. The RCM Board of Management requires that from time-to-time the RCM Director (CEO) and Executive Staff will submit bids to host major conferences, conventions and other key music education and performance events.

4. Details

- a. The RCM Board of Management considers it strategically important that the RCM host conferences and conventions of regional, national and international importance.

- b. All conferences and conventions, whether hosted by the RCM or to be attended by RCM staff, are subject to approval by the Finance Committee and/or the Deputy Director Finance and Administration based on the consideration of available budgetary funds.

5. Variations

- a. If a worker is unsure about any matter covered by this Policy, they should seek the assistance of the Executive Team Member(s).
- b. *The RCM reserves the right to vary, replace or terminate this policy from time to time.*

Policy version and revision information

Policy Drafted by: Hamish Tait
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Policy Reviewed by: Venita Riordan
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