



## LTAV Regions Policy

The Laboratory Technicians' Association of Victoria provides a regional support network for members. The support network covers both Melbourne metropolitan and country Victorian areas. LTAV Regional Representatives maintain this network by convening Regional meetings.

A Regions Liaison Officer (RLO) is appointed by LTAV Committee to facilitate communication between the Committee and LTAV Regional Representatives. For RLO role descriptions, see the policy on committee positions and duties.

LTAV members within a region should identify one of their number as the LTAV Regional Representative. The main role for LTAV Regional Representatives is to organise Regional meetings for members employed within their Region. This role may be shared between members of the Region. Regional Representatives work autonomously, but are accountable to the LTAV Committee. For more information on duties of Regional Representatives, see the policy on committee positions and duties.

### Regional Meetings

Funding is available from LTAV for “active” Regions (see ‘funding’ below). An “active” region must convene *at least one* Regional meeting per year.

LTAV Regional meetings:

- Provide professional development opportunities for members.
- Provide an avenue for informing members of developments that may impact on their roles in schools.
- Reflect the current needs of the Region. Topics covered during Regional meetings may include: changes to science curriculum, Health and Safety issues, equipment demonstrations, guest speakers from organisations, related to our profession, excursions to science education related sites etc.
- Provide an avenue for informal networking, discussion and exchange of ideas.



Attendance records must be taken at each Regional meeting and kept for at least one year.

## **Communication**

LTAV Regional Representatives should give adequate notification of Regional meetings to members within their Region. This notification must include a 'reply slip' with a section for Principal or/Science co-ordinators signature.

LTAV Regional Representatives receive notes of LTAV committee meetings ( not full minutes). Regional Representatives may attend any LTAV Committee meeting.

Written notification (agenda) and overviews of outcomes (minutes) of Regional meetings should be forwarded to RLO. A written "Regional Activity Report" detailing the activities/meetings held in the Region during the year must be provided for the annual Regional Representatives meeting, held at LABCON

LTAV logo letterhead, in electronic form will be provided to Regional Representatives. LTAV letterhead may be used for notification of Regional meetings, with the Region clearly identified (ie "LTAV Dandenong Region"). Any other correspondence from the Region (and therefore LTAV) must be tabled and accepted at an LTAV Committee meeting prior to being distributed.

## **Funding**

Funding for Regional activities is determined by LTAV Committee on a case by case basis following a submission regarding the particular activity. This submission must be sent in time for the committee to make a decision at a scheduled committee meeting before the event.

LTAV will cover costs associated with organising and convening Regional meetings, on provision of receipts



LTAV may cover expenses associated with Regional activities such as:

- Cost of postage, stationery, photocopying, and phone expenses incurred by the Regional Representative.
- Basic catering for Regional meetings (coffee/tea/sugar/milk).
- Bus hire, entry fees to organisations relevant to our profession, and presenter fees or a gift etc., subject to committee approval

Requests to fund Regional activities must be submitted to RLO prior to the event. Appropriate financial records (eg tax invoices, phone log etc) must be submitted to RLO for reimbursement.

LTAV will generally not cover the cost of additional catering, gifts to /members of the Region or individual travel costs – the participants should meet these.