# Meetings

Each year the ACFE Board (Board) sets the coming year’s meeting dates for the:

* Board
* Audit and Risk Committee of the Board
* Finance Committee of the Board
* Planning, Prioritisation and Performance Committee of the Board
* Regional Council Chairpersons’ Forums.

These dates, and those of Regional Council meetings, are published in a common calendar, which is distributed to the Board and Regional Council members.

This approach:

* ensures the meetings of the various bodies dovetail for easier communication, information sharing and reporting
* the workload for Board and Regional Council members, staff members and teams is more coordinated and predictable.

## How often are meetings held?

To support communication with the Board, up to six two-week periods are identified each year for Regional Council meetings. These periods are set so that advice from Regional Councils can get to the Board at the right time and contribute to their decision making.

Meetings may be held at Department offices, in Learn Local provider premises or in other locations in the region, depending on the business of the meeting and who has been invited to attend.

# Insurance

The Board holds Professional Liability and Accident Insurance, which covers Regional Council members. The coverage includes claims arising against them from actions and decisions made while acting in an official capacity, and any injury sustained as a result of an accident occurring while acting in an official capacity.

# Support for Regional Council members

Regional Council membership is voluntary. Members do not receive payment for being on a Regional Council.

However, under Section 3.3.22 of the *Education and Training Reform Act* *2006* members are eligible to claim expenses. Department staff will provide information during induction on the claims process for the expenses described below.

## Travel, accommodation and meals

Reimbursement is available for what it costs you to get to meetings and other official Regional Council activities that you are expected to attend as part of the role. This includes private vehicle mileage, public transport or taxi fares, accommodation and meals (if Regional Council duties require an overnight stay), and parking fees.

## Personal expenses

You can be reimbursed for other expenses you may incur as a result of your membership of the Council. Department staff can provide further information.

# Changes to personal details

It is important that you notify any change to personal details, particularly email addresses, to the Department staff supporting your Regional Council. This will ensure you continue to receive relevant information.

# Forms for completion

Department staff will provide information on the claims process including any forms required as part of your induction.

# Contacting Department staff

Details on who to contact for particular matters, email addresses and phone numbers will be provided during induction.