



National Model Railroad Association

Australasian Region

EXECUTIVE HANDBOOK

Version 2.2

1st July 2009



Region Executive Handbook
National Model Railroad Association

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About this Publication

Purpose

The purpose of this publication is to document the Roles, Policies and Procedures of the Australasian Region of the National Model Railroad Association.

Changes to this document will be authorised by the Secretary. This document always remains the property of the AR of the NMRA. Each new release supersedes the previous.

Release History

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AR Executive Handbook
National Model Railroad Association

Australasian Region Executive Handbook

A. Australasian Region Executive Handbook

1. The AR Executive Handbook, hereinafter called the Handbook or EHB, is recognised as an official document of the Australasian Region consisting of the Policies, and Operating Procedures of the Region.
2. The Executive Handbook is the property of the Australasian Region of the National Model Railroad Association and only loaned to the individual having possession of the Handbook.
3. The NMRA Secretary will be responsible for receiving all changes to the EHB, and posting them to the official version. The Secretary will maintain a log of EHB changes for historical purposes. The handbook is to be a “Controlled Document” and hence changes should be recorded in the ARC minutes and then in the master copy of the EHB
4. Communications technology continues to evolve rapidly. The Secretary will take full advantage of the best available technology to make the EHB available to the AR Committee and the Officers of the AR.
5. The Secretary will format the entire EHB to improve readability and search.



AR Executive Handbook
National Model Railroad Association

Australasian Region Executive Handbook

A.1. Definitions

Term	Definition
AR	Australasian Region of the NMRA
AR Committee	Australasian Region Committee
ARC	Australasian Region Committee
Division	A Division of the Australasian Region of the NMRA as approved under the Region Constitution
MMR	Master Model Railroader
National	National Model Railroad Association
NMRA	National Model Railroad Association Incorporated
Ordinary Member	
Region	Australasian Region of the NMRA
Regional Advisory Council	National body that represents the Region to the National Board
Region Organisation	A Region Organisation may be a Division, a SIG, or a 100% AR NMRA club and will have been approved by the AR Committee
SIG	Significant Interest Group – a group of Region members, and possibly non-members, that are pursuing a railway activity that has been approved by the AR Committee
Visitor	A visitor is any person who attends an NMRA event and is not a member or affiliate member of the NMRA.
100% Club	A 100% membership club operating under the approval of the AR Committee



B. Australasian Region Officers

- a) The officers of the NMRA shall consist of a President, a Vice President, a Secretary, and a Treasurer. These officers constitute the executive team of the region.
- b) The President, Vice President, Secretary and Treasurer shall be determined by popular election by the NMRA members.
- c) The term of office begin on the day of the Annual General Meeting following their election and continue for duration of two (2) years until the day of the Annual General Meeting following the election of the successors.
- d) All office holders must:
 1. Always act in the best interests of the NMRA and the NMRA Australasian Region (NMRA AR).
 2. Contribute to furthering the objectives of the NMRA AR.
 3. Do all possible to add enjoyment to existing membership of the NMRA AR
 4. Do all possible to encourage new membership of the NMRA AR
 5. Hold a copy of and be familiar with the Constitution of the NMRA AR and discharge duties consistent with the aims of the Constitution
- e) It is important that each Officer fulfils their elected or appointed duties/role for the success of the organisation. Therefore, it is expected that an officer will attend 75% of the AR Committee meetings. If a member seeking an AR Committee position feel they cannot attend a majority of meetings, then it would be inappropriate to nominate for a position.

The secretary will record and log the attendance history. This attendance history will be available to all members on request.

An officer can request an exemption when there are mitigating circumstances (such as prolonged sickness). Under this exemption, the President may nominate an interim officer for the duration of the exemption.



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Australasian Region Officers
Code of Ethics

B.1. Code of Ethics

The preservation of the highest standards and ethical principles is vital to the successful discharge of the responsibilities of all Officers, Superintendents, Department and Committee Managers within the Region.

B.1.1. Objectives


The objective of this Code of Ethics is to provide guidance to the Officers, Superintendents, Department and Committee Managers in the ethical performance of their duties in addition to any legal requirements. It is also to provide guidance as to the identification of potential conflicts of interest and for addressing such conflicts.

B.1.2. Areas to Review

a) Ethical Conduct

This shall include obedience, diligence, and loyalty.

1. Obedience is the acting within the grant of powers to the Region and to the limitations imposed on those powers, whether by statute, case law, corporate charter or Regulations.
2. Diligence is the standard of care to be exercised by Officers, Superintendents, Department and Committee Managers. The performance of these duties, including duties as a member of any committee, shall be in good faith and in a manner he or she reasonably believes to be in or not opposed to the best interest of the Region. They must be performed with the care an ordinary prudent person in a like position would use under similar circumstances.
3. Loyalty is the obligation imposed on the Officers, Superintendents, Department and Committee Managers that they shall not exploit corporate opportunities or misuse inside information. They must account to the Region for any profits resulting from their fiduciary relationship to the Region. He or she may not obtain a private or secret profit as a result of his or her official position; the Region must have the benefit of any advantage the Officers, Superintendents, Department and Committee Managers acquire.


	AR Executive Handbook National Model Railroad Association
	Australasian Region Officers Code of Ethics

b) Conflict of Interest

1. All Committee Members and Department Managers have a duty to be free from any conflicting interest while they represent the Region.
2. All Committee Members and Department Managers are expected to deal with all persons in the best interest of the Region without favour or preference.
3. A conflict of interest arises when a Committee Member and/or Department Manager has a substantial personal interest in a transaction.
4. All Committee Members and Department Managers shall avoid any practices that conflict with the established policies of the Region.
5. No Committee Member or Department Managers shall accept any compensation, gratuity, favour, benefit or gift of any sort in connection with any work for the Region.

The acceptance of promotional travel, lodging, entertainment, or gifts of minimal financial value should be declared to the AR Committee and would not be considered as a violation of this code.


6. All Committee Members and Department Managers shall diligently avoid all appearances of impropriety and apparent conflicts of interest.
7. A Committee Member or Department Manager can contract with, or perform business with the Region provided that such transactions are performed after a “full and fair” disclosure of all competing bids for services or products.
8. If a situation arises not expressly addressed by the spirit and intent of these provisions, but which may be reasonably construed as creating a conflict of interest, the facts and circumstances should be fully disclosed and submitted in writing to the President and Secretary of the Region.
9. All Committee Members and Department Managers shall complete a disclosure statement and provide to the AR Committee upon appointment or election to office. The Secretary shall prepare a list of persons whose Disclosure Reports have not been received and present to the AR Committee.

	<p style="text-align: center;">AR Executive Handbook National Model Railroad Association</p>
	<p style="text-align: center;">Australasian Region Officers President</p>

B.2. President

The duties of the President shall be, without limitation:


- a) To always act in the best interests of the NMRA Australasian Region.
- b) To act as the “Chief Executive Officer” of the NMRA AR.
- c) To further the objectives of the NMRA AR.
- d) To regularly attend and chair meetings of the AR Committee. (ARC).
- e) To raise the profile of the NMRA AR.
- f) With assistance of the Vice-President, to raise and prepare reports for inclusion in the AR quarterly magazine, *MainLine*, website and for submission to the Annual General Meeting.
- g) Shall hold a copy of the current NMRA AR rules of association, read it, understand it within reason and be prepared to carry out the responsibilities pertinent to the appointed position.
- h) Maintain a strong and cohesive executive team.
- i) Keep all AR members informed of NMRA business that may affect them, either through the *MainLine*, the Region website, email distribution, the Divisional Superintendents or other means.
- j) Keep the National President and National Board of Directors informed of Region issues and operation by liaising with the Region Advisory Council.
- k) Be a signatory on NMRA AR bank accounts.
- l) To regularly attend as many AR Division meetings as possible.

	AR Executive Handbook National Model Railroad Association
	Australasian Region Officers Vice-President

B.3. Vice President

The duties of the Vice-President shall be, without limitation:


- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the NMRA AR Committee.
- e) To perform any duties assigned to him by the President.
- f) To chair meetings of the NMRA AR Committee in the absence of the President or at the Presidents request.
- g) Shall hold a copy of the current NMRA AR constitution, read it, understand it within reason and be prepared to carry out responsibilities pertinent to the appointed position:
- h) Be a signatory on NMRA AR bank accounts.
- i) To regularly attend as many AR Division meetings as possible.

	<p>AR Executive Handbook National Model Railroad Association</p>
	<p>Australasian Region Officers Secretary</p>

B.4. Secretary

The duties of the Secretary shall be, without limitation:


- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the AR Committee.
- e) To set meeting dates for the NMRA AR committee and to ensure that all meetings, notices and other acts and things required by the Constitution of the NMRA AR are completed (with the assistance of the Public Officer where appropriate).
- f) To maintain all minutes, attendance register, records and correspondence as may be required by the AR Committee for the proper conduct of the affairs of the NMRA AR and to distribute those minutes in a timely manner.
- g) Shall hold a copy of the current NMRA AR constitution, read it, understand it within reason and be prepared to carry out responsibilities pertinent to the appointed position.
- h) Prepare documents related to any ballots associated with the NMRA AR, to be held every two years on the even years (eg 2010, 2012 etc) specifically the Australasian Region Committee elections. These documents shall include forms for nomination, ballot and voting collation for use by the returning officer. Typical forms and letters are located in the appendix of this document.
- i) Organise advertising of any EGM (Extra Ordinary General Meetings) if so required by the Australasian Region Committee.
- j) Be a signatory on NMRA AR bank accounts if so requested.
- k) Maintain an annual and monthly action list.
- l) Maintain a calendar of AR annual events requiring ARC action.
- m) Keep a register of 'sanctioned' events and activities within the Region.
- n) Keep a register of all 100% clubs, when the renewal is due, and advise and collect the appropriate fee (with the assistance of the Membership Officer and/or Treasurer where appropriate).
- o) .Maintain the master copy of the AR Executive Handbook, and distribute as required.
- p) To regularly attend as many AR Division meetings as possible.

	<p style="text-align: center;">AR Executive Handbook National Model Railroad Association</p>
	<p style="text-align: center;">Australasian Region Officers Treasurer</p>

B.5. Treasurer

The duties of the Treasurer shall be, without limitation:

- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the NMRA AR Committee.
- e) To take responsibility for the receipt and prompt deposit of all moneys and income due to the NMRA AR.
- f) To be responsible for the payment of all valid expenses as approved for payment by the AR Committee.
- g) To keep records of receipts, deposits and payments.
- h) Prepare the monthly and annual Treasurer's Reports
- i) Reconcile financial reports from the Association's bank and investment institutions.
- j) In consultation with the other members of the AR Committee, prepare a budget for approval by the NMRA AR Committee for each new financial year for ratification at the first meeting of the NMRA AR Committees in the new financial year.
- k) To ensure that the accounts of NMRA AR are annually submitted for independent auditing.
- l) Shall hold a copy of the current NMRA AR constitution, read it, understand it within reason and be prepared to carry out responsibilities pertinent to the appointed position.
- m) Maintain a register of signatories to all region accounts. Ensure that only current AR Committee members are signatories.
- n) Be a signatory on NMRA AR bank accounts.
- o) To regularly attend as many AR Division meetings as possible.

	AR Executive Handbook National Model Railroad Association
	Australasian Region Officers Pacific District Director

B.6. Pacific District Director

The duties of the Pacific District Director (PDD) shall be, without limitation:


- a) To always act in the best interests of the NMRA as an international body.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the NMRA AR Committee.
- e) To perform any duties requested by the AR President.
- f) To carry out the duties expected of the PDD on a National basis as outlined in the Director Duties document issued by National Board. They are:
 1. Developing policies for the benefit of all NMRA members.
 2. Maintaining liaison between the Regions and the NMRA through the use of the Regional Advisory Council.
 3. Keeping the NMRA informed of Region issues and desires.
 4. Transmitting to the NMRA such recommendations as are made by Region members.
 5. Performing such duties as required under the laws of the State of Ohio and as fiduciarily required under the Internal Revenue Code for a non-profit corporation under Section 501(c)(3) of said code.
- g) Shall hold a copy of the current NMRA AR constitution, the NMRA Regulations, and the NMRA Executive Handbook, read them, understand them and, within reason, be prepared to carry out the responsibilities pertinent to the appointed position.
- h) To be aware of and advise the AR President and the AR Committee of any conflict of interest between the Director's National and Region responsibilities as soon as any conflict arises.
- i) To regularly attend as many AR Division meetings as possible.

	AR Executive Handbook National Model Railroad Association
	Australasian Region Officers Ordinary Board Member

B.7. Ordinary Committee Members

The duties of each Ordinary Member shall be, without limitation:

- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the President to further the objectives of the NMRA AR.
- c) To assist the President to raise the profile of the NMRA AR.
- d) To regularly attend meetings of the NMRA AR Committee.
- e) To perform any duties requested by the AR President.
- f) Shall hold a copy of the current NMRA AR constitution, read it, understand it within reason and be prepared to carry out responsibilities pertinent to the appointed position.
- g) Shall regularly attend their local division's monthly meetings.

	<p style="text-align: center;">AR Executive Handbook National Model Railroad Association</p>
	<p style="text-align: center;">Australasian Region Officers Divisional Superintendents</p>


B.8. Divisional Superintendents

The duties of each Division Superintendent shall be, without limitation:

- a) To always act in the best interests of the NMRA Australasian Region.
- b) To assist the AR President to further the objectives of the NMRA AR, specifically within their Division.
- c) To assist the AR President to raise the profile of the NMRA and the NMRA AR, specifically within their Division.
- d) To attend meetings of the NMRA AR Committees where possible. This is not mandatory due to the vast geographic nature of the AR.
- e) To perform any duties assigned by the AR President.
- f) To organise (or to delegate the responsibility to organise) regular Division meetings.

This includes:

- Scheduling the location and dates of the Division meetings,
 - Advising the *MainLine* editor and the AR Webmaster in advance of the meeting schedule for publication in *MainLine* and on the AR Website,
 - Coordinating with the host at least 2 weeks prior to the meeting to provide any assistance in meeting setup, and
 - Report to the members any feedback from the Region and National organisation.
- g) To provide (or to delegate the responsibility to provide) reports of the Division meetings to the editor of *MainLine* and Webmaster for inclusion.
 - h) To maintain a register of meeting attendees. This is mandatory in order that our obligation regarding Public Liability Insurance is covered.
 - i) To maintain (or to delegate the responsibility to maintain) a financial record of income and expenses incurred in conducting any Divisional activities (such as meetings, reports, mail outs, and so on). Where activities in a Division are such that there is no requirement to collect and manage funds, dispensation from this requirement can be requested from the AR Committee.

	<p style="text-align: center;">AR Executive Handbook National Model Railroad Association</p>
	<p style="text-align: center;">Australasian Region Officers Public Officer</p>

B.9. Public Officer

The Public Officer is the official contact point between the association and the NSW Department of Fair Trading. An incorporated association, such as the NMRA, is required to have a public officer who has attained the age of 18 years and is a resident of New South Wales.

The position of public officer must not remain vacant for more than 14 days. Within 14 days of a vacancy occurring, the committee must notify the Registry of Co-operatives & Associations of the vacancy and appoint a new public officer.

Under the Associations legislation and regulations, the public officer has the following obligations and duties are:

- a) The public officer must lodge a *Form 12 - Annual Statement* (with the prescribed fee) within one month after the date of each annual general meeting of the association. The statement is a summary of the year's financial transactions. A penalty may be imposed on the public officer for failure to lodge the form in the required time. If the public officer is not able to lodge the annual statement in time, a *Form 11 - Application for Extension of Time for Holding Annual General Meeting or Lodging Statement* (with the prescribed fee) setting out the reasons for the delay should be lodged before the due date.
- b) A new public officer must lodge a *Form 9 - Notice of Vacancy/Appointment/Change of Address in the Office of Public Officer* notifying of their appointment, within 14 days of the appointment. Where the public officer changes their address, the public officer must give the Registry notice within 14 days by lodging a *Form 9 - Notice of Vacancy/Appointment/Change of Address of Public Officer*.
- c) The register of committee members of the association is to be kept at the residential address of the public officer and must be made available for inspection by any person, free of charge, at all reasonable hours. Where an incorporated association has ceased to exist, the last public officer must keep the register for a period of at least 2 years after the date on which the association ceased to exist.
- d) The public officer must apply to the Commissioner for approval of a change of name within one month after passing a special resolution to change the association's name. A *Form 4 - Application for Approval for Change of Name* must be lodged together with the prescribed fee.

	AR Executive Handbook National Model Railroad Association
	Australasian Region Officers Public Officer

- e) After the passing of a special resolution altering the statement of objects or rules of an incorporated association, the public officer must lodge a *Form 6 - Notice of Alteration of Objects or Rules* (with the prescribed fee) setting out the particulars of the alteration. A penalty may be imposed on the public officer for failure to lodge the form in the required time.
- f) The public officer has an obligation to bring all documents addressed to the association to the attention of the committee, as soon as practicable. This obligation continues for a period of 12 months after a person has ceased to be the public officer.

Upon vacating the position, the public officer should pass on all information held on behalf of the association to their successor.

Note that current versions of the forms listed above can be obtained from the NSW Department of Fair Trading's website:

<http://www.fairtrading.nsw.gov.au/business/associations.html>



AR Executive Handbook
National Model Railroad Association

Australasian Region Policies
Fiscal Policy

C. AR Policies

C.1. Fiscal Policy

C.1.1. Objectives and Strategy

The objective of this policy is to ensure that the Australasian Region remains financially viable in a manner consistent with best practice accounting procedures and the laws of New South Wales.

The fiscal strategy is to establish annual budgets where agreed expenditure is appropriate to agreed revenue, then to manage expenditure in a highly visible way.

C.1.2. Accounting Periods

The NMRA AR financial year starts on 1st January and finishes on 31st December and is divided into 12 accounting periods corresponding to the calendar months. An accounting period is closed when the Treasurer completes the financial statement for the accounting period, generally within a week of the end of the calendar month.

C.1.3. Budget

The budget for a new financial year should be prepared for ratification at the first meeting of the NMRA AR Committees in the new financial year.

C.1.4. Revenue

Revenue is to be optimised from available sources and activities but is not necessarily to be the primary purpose of an activity. For example, whilst a financial surplus is a desirable outcome of a convention, members' enjoyment of the convention is to be the primary objective.

Where possible, revenue must be accounted for in the financial period in which it occurs.

C.1.5. Expenditure

All expenditure must be approved by the NMRA AR Committees and the approval recorded in the minutes of the meeting at which it was approved. Ad hoc expenditure, eg, emergency purchases to correct a situation at an exhibition, should be discussed with and agreed by a member of the NMRA AR Committee.

All expenditure must be supported by receipts.



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National Model Railroad Association

Australasian Region Policies
Fiscal Policy

Where possible, all expenditure must be accounted for in the financial month in which it was incurred. To this end, persons incurring expenditure and wishing to claim must advise the Treasurer of the expenditure before the close off of the relevant accounting period.

C.1.6. Cash

The handling of cash must be highly visible.

Cash collected at any event must be check-counted by another NMRA member before being secured for banking by the appropriate person.

SIGs and Divisions need not formally account for amounts of \$50 or less, however, the principles of high visibility should be observed



C.2. Region Sanctioned Events Policy

C.2.1. Objectives

This policy describes what an AR sanctioned event is, and how the event becomes sanctioned.

C.2.2. Sanctioned Events

A sanctioned event has been approved by the AR Committee and would consequentially be considered a Region event.

The organising committee of the event must receive approval from the AR Committee before the event commences. This approval is received by notifying the secretary of the AR Committee in writing of the event with general information about the event.

The secretary will present to the AR Committee and respond to the organising committee accordingly.

C.2.3. Gathering of Members

Any regular or irregular gatherings of members are not covered by this policy.

If the members require the coverage of this policy, they should consider becoming a SIG or a 100% club.

	<p style="text-align: center;">AR Executive Handbook National Model Railroad Association</p>
	<p style="text-align: center;">Australasian Region Policies Region Events Financial Policy</p>

C.3. Region Events Financial Policy

C.3.1. Objectives

To describe the financial arrangements for all Australasian Region sanctioned events between the AR and the event organising committee.

C.3.2. Policy

The following conditions apply to this Policy:

- a) If the event is conducted on behalf of the Region, then all revenue flows to the Region. All expenses are also a Region responsibility.
Example: The AR Convention can be run in any location within the Region. As a Region event, the revenue, less expenses, is Region funds.
- b) If the AR Committee sanctioned event is conducted by a Division, SIG or 100% Club to raise funds for the entity, **and** the Region underwrites the event by taking responsibility for all losses, then 50% of the surplus revenue must flow to the Region.
Example: A mini-convention in Victoria or an exhibition in Taree conducted by local Division members to raise funds for the group and the potential financial losses are guaranteed by Region.
- c) If the AR Committee sanctioned event is conducted by a Division, SIG or 100% Club to raise funds for the entity, **and** the Region **does not** underwrite the event to guarantee any operating losses, then the surplus revenue belongs to the entity. If the Region is providing Liability insurance for the event, then it would be expected that 10% of the operating surplus up to a maximum of \$100 would be forwarded to the Region as an insurance levy to compensation for the insurance provided by the Region.
Example: An exhibition by a SIG group that is used to raise funds for the group. The Region has no input and would receive no revenue except for a maximum of \$100 to compensate for providing the Public Liability Insurance.
- d) If the event is not sanctioned by the AR Committee, then the AR Committee does not expect any revenue and will not be providing Public Liability Insurance coverage.
- e) If the event is to raise funds for an external body, the AR Committee will consider providing the insurance cover for a sanctioned event while waiving the insurance levy.
Example: A 100% club runs an open house with all proceeds going to a local charity.

	AR Executive Handbook National Model Railroad Association
	Australasian Region Policies Region Events Financial Policy

C.3.3. Sanctioning a Region Event

To be a sanctioned event, the organisers of the event must make application on the approve form to the Secretary of the Australasian Region. The form is available for downloading from the Region website.



C.4. Region Visitor Policy

C.4.1. Objectives

To describes the Australasian Region Policy for visitors. All entities within the Region must actively invite and welcome all visitors. It is important to allow prospective members to attend/visit to assess what we have to offer. Visitors are an important part of growing our Region and the NMRA.

However, the Public Liability Insurance Policy only provides coverage to the Region for “Bona fide” visitors. For these reasons, it is important to define this policy.

C.4.2. Policy

This policy describes the management of visitors attending any NMRA sanctioned event:

- f) Each NMRA entity (Region, Division, 100% Club, SIG) should maintain a Visitor’s Book.
- g) All visitors must sign the Visitor’s Book, and be signed in by an NMRA member. The entry should also include the visitor’s name, address, date of visit, and the NMRA member’s name.
- h) A Visitor may not attend more than three NMRA events.
- i) Each visitor should be provided with a distinctive visitor badge, formally welcomed and introduced at the formal part of the event. If there is no formal meeting, the member who signed in the visitor should introduce the visitor.

	Region Executive Handbook National Model Railroad Association
	Australasian Region Policies Working with Children Policy

D. Working with Children Policy

This policy is to ensure that the NMRA meets its obligation under Australian law for ensuring the safety and protection of all children that attend an NMRA event.

All children under the age of 18 must be accompanied by a parent or legal guardian at all NMRA events.

	Region Executive Handbook National Model Railroad Association
	Australasian Region Policies AR Departments

E. AR Departments

This section describes the departments of the Australasian Region of the NMRA.

The AR President will, often in consultation with the AR Committee, appoint the manager of the department.

All appointments will be made or reconfirmed by the President after each election of the President.



E.1. Publications Department Policy

E.1.1. Objectives

The objective of the Publications Department is to convey Region and National news, reports, notices and schedules to members and to provide rail hobby related articles for members' enjoyment.

The primary vehicles for distribution of this information are:

1. *MainLine* – the Region's quarterly magazine
2. AR Website

E.1.2. Publisher

The Australasian Region Committee is the publisher of the *MainLine* and the AR Website.

E.1.3. Duties of the Publisher

The duties of the Publisher shall be, without limitation:

- a) Establishing the policy for the distribution of any Region news and information.
- b) Responsibility for the content being fit for purpose.
- c) Responsibility for the timely distribution of news, information and reports.
- d) The appointment of the **Editor** for a re-newable period of two years, coinciding with the Regional elections.
- e) The appointment of a **Webmaster** for a re-newable period of two years, coinciding with the Regional elections.
- f) The appointment of an **Advertising Manager** for a re-newable period of two years, coinciding with the Regional elections.
- g) The appointment of a **Printer** for the publication of any printed publications.
- h) Providing the financial and resource backing required by the editor and webmaster for publication.
- i) Appointment of an AR Committee liaison to represent the AR Committee to the editor and Webmaster for the purposes of NMRA news, notices, content review, website management, publishing and printing problems, and so on.



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E.1.4. Editor

The editor will be a member who is familiar with desktop applications, has a good command of written English, has a communications and administrative flair and who is keen and interested in the job.

- a) The position of editor of the NMRA AR magazine *MainLine* is an appointment of the members of Australasian Region Committee (ARC)
- b) The appointed editor is required to give suitable notice of resignation so that a new appointee can be found and placed in the position such that a seamless continuation of the publication occurs.
- c) The ARC may dismiss the editor without notice under certain circumstances such as inappropriate content or irregularity of publication but suitable written warning shall be given in the first instance.
- d) The position of editor will accrue points toward the Achievement Program volunteer as determined by the published program.
- e) The qualifications applied to the position require a good command of the English language, good people communication skills, computer skills and the ability to use publishing software. There is no set standard software recommended. However, the NMRA AR will not be liable to provide such software or other computer equipment required for the publication of the magazine.
- f) A candidate may be required to produce a base magazine for acceptance by the ARC before an appointment is confirmed.

E.1.5. Duties of the Editor

The duties of the Editor shall be, without limitation:

- a) Producing the Region's quarterly magazine – *MainLine*. See the *MainLine* Editorial policy for the details of the magazine.
- b) Solicit articles from members to provide a balanced magazine for all members.
- c) Make sure that copyright issues are covered for any previously published documents and photographs. (ie where the published article is not the work of the contributing member)
- d) Apply editorial licence to submitted articles including editing text for correct grammar and spelling.



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- e) Remove any inclusion likely to cause embarrassment to any member or the NMRA, or liable action against the NMRA.
- f) If any article changes its intended meaning as a result of forced editing then the AR President and / or the Vice President should be consulted if meaningful discussion fails with the supplier of the article.
- g) The editor is not obliged to accept an article if he/she feels that the article is not considered appropriate for publication.
- h) Arrange the layout of each issue and produce the proof.
- i) Plan for the size of each issue and number to be printed.
- j) Prepare the final copy for distribution (either for print and/or web).
- k) Monitor the expense versus revenue.
- l) Manage the expenses and accounting to the Treasurer in an accurate and timely way.
- m) Report of financial, content and/or timeframe problems to the AR Committee as soon as becoming aware of them.
- n) Advise a close-off date for the receipt of any material for the *MainLine*. Each member / official that is required to present a report must be notified at least two weeks before the close off date.
- o) The editor has the right to reject any material not received in time. As such, it is recommended that the editor hold a "stack" of articles for emergency inclusion.



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E.1.6. Webmaster

The Webmaster will be a member who has website application and management skills. They must also have a good command of written English, a communications and administrative flair and who is keen and interested in the job.

They must also understand the developments, security, and directions of website design and development.

E.1.7. Duties of the Webmaster

The duties of the Webmaster shall be, without limitation:

- a) Provide a fast, easy to use, intuitive website design.
- b) Monitor the usage and access to the website.
- c) Promptly add information to the site as directed by the President or the AR Committee.
- d) Provide an email service to members of important information on an as required basis.
- e) Monitoring of expenses versus revenue and account to the Treasurer in an accurate and timely way.
- f) Reporting of financial, content and/or timeframe problems to the AR Committee as soon as becoming aware of them.



E.1.8. Advertising Manager

The Advertising Manager will be responsible for setting the policy and advertising rates for all advertising of the AR for all publications and the AR Website. They will need a marketing flair as they build and manage the clients that advertise with the NMRA AR.

E.1.9. Duties of the Advertising Manager

The duties of the Advertising Manager shall be, without limitation:

- a) Prepare and present an advertising policy to the AR Committee.
- b) Prepare and present the advertising rates to the AR Committee.
- c) Solicit advertising from appropriate organisations and businesses AR wide.
- d) Prepare and invoice for all advertising.
- e) Follow up any late payments.
- f) Manage revenue and account to the Treasurer in an accurate and timely way.
- g) Maintain on-going good relations with advertisers.

E.1.10. Advertising Policy / Disclaimer

The NMRA AR policy for advertising includes:

- a) All NMRA AR publications (including the website) that contain advertising must contain the following disclaimer *“Advertising is accepted in good faith from retailer/advertiser. The NMRA cannot be held responsible for inaccuracies or misleading information in supplied advertising material”*.



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E.1.11. Printer

The AR Committee, as publisher, will review and select a printer for the *MainLine*. The printer used will be reviewed on an ongoing basis to ensure that their costs and services are appropriate for needs of the Region.

E.1.12. *MainLine* Editorial Policy

- a) The *MainLine* will be produced such that distribution falls within the 4 quarters, March, June, September and December.
- b) The content of the magazine should be related to model railroading, prototype railroading of all countries, affairs of the NMRA and reports from divisions within the AR.
- c) The magazine shall be A4 format, soft cover, and produced from folded A3 paper stapled with a minimum of two staples. Internal pages should be 80GSM and the outside jacket a minimum of 110GSM. The number of pages in each issue should be such that the content of the magazine supports quality not quantity but should fall within the range 20 to 40 pages. Because of the folded nature of the magazine, multiples of 4 pages are standard. A weight restriction on postage dictates that no more than 40 pages should be produced.
- d) Advertising is permitted and encouraged but is the responsibility of the Advertising Manager to solicit and approve. The Advertising Manager is to communicate regularly with the Editor regarding the advertising content.
- e) The front page shall be colour of suitable resolution to be sharp (good depth of field focus) and of interest to members and readers. A colour centrefold may also be included in consultation with the treasurer. These colour inclusions should be taken with a high resolution camera such that there is no apparent pixilation of the printed result.
- f) Photographs for inclusion in the magazine should exhibit good exposure, grey scale and colorimetry to produce good results in the printing medium.
- g) The completed magazine shall be sent to the printer in a timely manner such that distribution of the completed magazine can be made to Division 7 members at the published meeting dates in March, June, September and December in order that postage costs are minimised for distribution.
- h) The magazine is to be created electronically and released in PDF format for use by the printer and the web publisher. Resolution for the printer should be a minimum of 300dpi and a fixed 72dpi for the web.



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E.1.13. MainLine Advertising Policy

When setting the fee charged for advertising, it should be at least double the cost of providing the space.

MainLine advertisers will have a reciprocal link to the advertiser's website.

Website advertisers will be provided with a small ("credit card size") advertisement in *MainLine*.

E.1.14. Standard NMRA AR Disclaimer

The following disclaimer should be included on all AR publications and the website.

Any comments made and any photographs are included in the magazine in the understanding that the author has obtained any necessary permission regarding copyright.

All comments made in this magazine are the comments of the author and not the views of the NMRA AR.

Articles are provided by members for publication in good faith and the views expressed therein are not necessarily those of the NMRA AR"



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AR Department Policies
Library Policy

E.2. Library Policy


E.2.1. Objectives

The objective of the AR Library is to provide a means for disseminating of knowledge to our Members. The knowledge being shared relates to model and prototype railroad issues. The Library is a repository of videos, DVDs and written material on railroads which is available to Members.

E.2.2. Duties of the Librarian

The duties of the Librarian shall be, without limitation:

- a) Secure storage of all master copies of each DVD and video in the library.
- b) Arranging for the copying of all masters. Only the copies to be used for lending.
- c) Storage of the materials of the Library in a safe location (generally at the Librarian's home).
- d) Maintenance of a catalogue of the contents of the Library.
- e) Prepare an asset register of all material in the library and present to the Treasurer on a yearly basis.
- f) Circulation of a selection of DVDs to all Divisions of the Region.
- g) Preparing and presenting a budget to the AR Committee for the running of the library. The budget will also include the purchase of new material for the library.
- h) Investigation of new items (usually DVDs) available in the marketplace and recommendation of any purchases.
- i) Provide a lending (and collection) facility at their local Division meeting.
- j) To collect useful printed material, particularly relating to improvement of modelling skills, and to circulate to all Divisions, on an as requested basis.
- k) Monitoring of expenses versus revenue and account to the Treasurer in an accurate and timely way.

	<p style="text-align: center;">Region Executive Handbook National Model Railroad Association</p>
	<p style="text-align: center;">AR Department Policies Conventions Department Policy</p>

E.3. Conventions Department Policy

E.3.1. Objectives

The objective of the Convention Department is to plan for future conventions and provide continuity between all Region conventions.

E.3.2. Duties of the Convention Coordinator

The duties of the Convention Coordinator shall be, without limitation:

- a) Seek and encourage interest to hold the Region Convention.
- b) Wherever possible, encourage all Divisions to host a convention.
- c) Prepare for conventions at least 3 years out.
- d) Assist with identifying and support any host convention chairperson and committee.
- e) Act, whenever required, as conduit between the convention committee and the AR Committee.
- f) Keep the AR Committee informed of all future convention needs.
- g) Maintain and distribute the Convention Handbook – The handbook is a collection of helpful thoughts and ideas to aid a new convention committee in conducting their convention.
- h) Maintain and distribute the Convention Checklist – a spreadsheet with suggested tasks for conducting a convention.
- i) Maintain and distribute a set of pro forma documents that have been used in prior conventions to assist the new committee.



E.4. Special Interest Groups (SIG) Policy

This section defines the policies of the NMRA AR Special Interest Group (SIG) Program and provides guidelines to assist interested groups in creating or managing a SIG. The policies defined here are intended to clarify the goals of the NMRA SIG Program and define the relationship between a SIG and the NMRA.

E.4.1. Objectives for SIGs

A Special Interest Group (SIG) is an independent, not-for-profit, membership group organised to provide a forum for the exchange and collection of railroad prototype and/or model railroad information about specific topics.

E.4.2. Benefits of SIGs and SIG Membership

While the primary goal of the NMRA SIG program is to provide a useful service for NMRA members, several more immediate benefits arise from this goal. The NMRA benefits SIGs by providing meeting and display space at NMRA conventions and by publicising SIGs. In turn, the SIGs benefit the NMRA by encouraging NMRA membership and by providing specialised groups to NMRA members.

The benefits of the NMRA SIG Program include:

1. **Members:** Access to a group of committed model Railroaders for potential members
2. **Use of NMRA Trademarks:** An NMRA-only group can apply for permission to use specific NMRA trademarks. For example, an NMRA-only SIG can apply for permission to use the NMRA name as part of their group name. Groups which have an open-membership policy may not use any NMRA trademarks.
3. **Convention Participation:** All SIGs are encouraged to participate in NMRA convention activities. Suggested areas of participation include displays, clinics, and tours. NMRA-only SIGs will receive preferential treatment at conventions for space assignments at the discretion of the convention chairman for that convention.
4. **Insurance:** Public Liability Insurance to cover all SIG activities for NMRA-only SIGs.



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AR Membership Services
Special Interest Group (SIG) Policy

E.4.3. AR SIG Policy

This policy describes the requirements for the establishment and operations of an AR SIG.

To become an AR SIG, the organisation must comply with the following:

- a) The AR SIG Program is managed by a SIG Coordinator, who is appointed by the AR President. The SIG Coordinator is responsible for maintaining a list of active SIGs, publicising active SIGs in *MainLine*, the AR Website and Scale Rails, and enforcing the policies outlined in this document..
- b) Each SIG will have a SIG Coordinator who is responsible for ensuring that the SIG complies with the AR SIG policies. The SIG Coordinator would normally be the SIG leader.
- c) SIG Coordinators must provide, at least yearly, proof of SIG activity to the SIG Coordinator.
- d) Since each SIG is an independent group, the AR will not
 1. Evaluate decisions concerning the operation of the SIG,
 2. Determine what interests should be presented by the a SIG,
 3. Who should run the SIG, or
 4. What manner they serve the interests of their members.
- e) Any AR member may apply to the SIG Coordinator for recognition of a new group as long as that group has a defined interest area related to prototype or model railroading. The AR will not make a judgment on the SIG interest area.
- f) There must be a minimum number of 4 people in the SIG. All SIG members are to be members of the NMRA.
- g) The SIG Coordinator, in association with the AR Committee, will review, at least yearly, whether the AR is comfortable with recommending the SIG to members.

The review will look at the following circumstances:

1. **Lack of Reciprocity:** The AR will promote each active SIG at least once per year in *MainLine* and on the AR Website and provide a summary of all active SIGs to all new members and existing members as requested. In turn, each SIG, with an open-membership policy, is required to, at least once per year, place a notice in their newsletters recommending to its members that they consider NMRA membership.



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Special Interest Group (SIG) Policy

2. **Inactivity:** The AR will not recommend any SIG that shows no evidence of activity. If the group publishes a newsletter, it must send a copy to the SIG Coordinator as evidence that it is active.
3. **Closed Membership:** Any NMRA member must be allowed to join any SIG recognised by the AR. Therefore, the AR will not recognise a group that will not admit a class of persons, or that limits their total membership.
4. **Lack of Accessibility:** The AR will only recognise groups that are available to all persons regardless of geographic location.
5. **Hostility:** The AR may withdraw recognition of any group that makes gratuitous, hostile comments, invective or sustained personalised criticism of the efforts or views of the NMRA, the AR, and/or other people, groups, or organisations.
6. **For-Profit Organisations:** The AR SIG program only recognises non-profit groups.
 - h) SIGs may sell fund-raising items such as painted cars, tee shirts, hats, etc., so long as it is incidental to the purpose of the group.
 - i) Funds collected on behalf of a SIG belong to SIG. The AR assumes no responsibility for SIG financial matters.
 - j) Standard Newsletter Disclaimer - In order to clearly define the relationship of the SIG to the AR, each issue of a newsletter must contain a statement similar to the following:

The {GROUP NAME} is an independent, not-for-profit group affiliated with the Australasian Region of the National Model Railroad Association (NMRA). The NMRA is not responsible for the actions or publications of the {GROUP NAME}.

E.4.4. Becoming a SIG

To become an NMRA AR SIG, the organisation must comply with the following:

1. Complete an NMRA AR SIG Application.
2. Include the most recent newsletter. If no newsletter, an outline of the group's purpose is required.
3. New member pack - Provide a copy of information that will be included in the AR new member pack and/or the AR website.



E.5. 100% Club Policy

E.5.1. Objectives for 100% Clubs

This policy describes the requirements of a model railway club or organisation to become an NMRA 100% Club within the Australasian Region of the NMRA.

E.5.2. Benefits of NMRA 100% Club Membership

The benefits offered to the NMRA 100% Club include:

1. Access to the comprehensive Region library and resources,
2. Participation in all NMRA activities.
3. Public Liability Insurance (contact the AR Secretary for details of the coverage).

E.5.3. Becoming an NMRA 100% Club

To become an NMRA 100% Club, the organisation must comply with the following:

- a) Minimum club membership must be 4 people.
- b) All members of the model railroad club are required to be members in good standing of the National Model Railroad Association, Inc.
- c) It is the club's responsibility, through their secretary or nominated club representative, to ensure all club participants are active NMRA members as the insurance is only valid when **all** members are current NMRA members. Keep in mind expire dates for individual memberships will vary.
- d) The club secretary or nominated club representative shall apply by submitting a list of club members with their NMRA membership numbers and expiration date.
- e) 100% status will be valid for one year from the time that the Secretary of the Region approves the application and issues an expiration date. A completed copy of the approved application will be returned to the club for their records and to be displayed in the club premises.
- f) 100% status is to be renewed annually.
- g) The *MainLine* Editor, AR Webmaster and AR Secretary shall be notified by the club's secretary or nominated club representative so that appropriate recognition can be made in the next available issue of the *MainLine* and on the Region website.



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100% Club Policy

- h) A qualifying club will receive a plaque noting their achievement.
- i) The secretary of each 100% club will receive a copy of the *MainLine* to be displayed in the club rooms.
- j) The club is required to commit to the goals of the NMRA and display and promote the NMRA at all public events.

Note: The Australasian Region's insurance provider requires that every club member be an NMRA member in good standing pursuant to clause D.5.3.b. Clubs are cautioned not to maintain duplicate membership lists to "beat the system". Misrepresentation of club membership rolls can result in cancellation of insurance, possible prosecution for fraud, and possible individual personal liability for all club members and officers.



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Education Department
Achievement Program Policy

E.6. Achievement Program Policy

In simple terms, the Achievement Program (AP) provides an incentive to learn and master the many crafts and skills necessary in the hobby of model railroading. With the completion of each category, you will be issued a certificate acknowledging your achievement.


E.6.1. Objectives

The objective of the AP program is to assist modeller to learn and to improve their modelling skills.

E.6.2. AR Achievement Program Process

- a) All current requirements for the Achievement Program are on the US web site at <http://www.nmra.org/achievement/> . This site is always up to date and has helpful hints for those wishing to take part in the Achievement Program. All the required forms can be downloaded from the site.
- b) Work done for the Achievement Program is normally judged by existing Master Model Railroaders in each state.
- c) Once the paperwork has been completed by the member, it should be submitted to the Achievement Program Manager in their Division. The Divisional manager will then forward to the Regional Achievement Program Manager.
- d) The Regional Achievement Program Manager will then check the application and supporting paperwork and sign Achievement Program chair approval section if correct. He must also ensure that the applicant and judges are financial members.
- e) The application and supporting paperwork is then forwarded to the National Vice Chairman for final approval.
- f) When paperwork and application forms are approved and returned, the paper work is then numbered in sequence.

The first Australasian Achievement Program Award was number one, there are now more than 230.
- g) Record the award in the Achievement Program Awards database and the National Executive Assistant Manager in the USA is advised.
- h) The supporting paperwork will be kept for 12 months and then destroyed or returned if appropriate to the applicant.

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- i) The Achievement Program certificate will be presented at the next meeting (Division or Region as appropriate).
- j) Information on AP Awards in the Australasian Region are presented on the AR web site



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Education Department
Contests

E.7. AR Contests Program

E.7.1. Objectives

The objective of the contests program is to give the members a positive and rewarding learning experience.

It is important that when a modeller enters any AR sponsored and sanctioned model and photo contest that they are testing their skills as a modeller or photographer against themselves. They will be judged on their efforts, not judged against another model or photograph.

Judges are chosen carefully by the Manager and must include at least one Master Model Railroaders (MMR). At least three judges will judge each item with a consensus result being provided. The AR contest judges will follow a set of guidelines set up for the Achievement Program and NMRA contests.

The judges will provide each entrant with specific positive comments on each item, stressing how the modeller may improve on the work submitted.