



IQA
The Institute of Quarrying
Australia

IQA Form P10.13

National Office – Company Secretariat

**Branch/Sub-Branch Committee Nominee
Acknowledgement Form**

Form Number: 10.13a

Version: 01

Date Adopted: 26 April 2017

Contact: Company Secretary

The procedures contained in the Section 9 IQA Operational Branch Financial Management are as follows:

- 9.1 Financial Management
- 9.2 Financial Reporting
- 9.3 Schedule of Delegation
- 9.4 General Branch Procedures
- 9.5 Purchasing, Suppliers & Contractors
- 9.6 Payments, Authorisations & Requisitions
- 9.7 Receipting & Banking
- 9.8 Sales, Customers & Debtors
- 9.9 Electronic Media Use
- 9.10 Branch Budgetary & Planning Process
- 9.11 Branch Function Registration Process
- 9.12 Incident Reporting Procedure

The charters, procedures, roles and codes contained in the Section 10 Branch Operations procedures are as follows:

- 10.1 Branches – Sub-Branches Charter
- 10.2 AIQEF Submissions
- 10.3 Branch Administrator Scope Statement
- 10.4 Role of Chairman
- 10.5 Role of Secretary
- 10.6 Role of Treasurer
- 10.7 Code of Conduct & Ethics
- 10.8 Membership and Establishment of Branches
- 10.9 Risk Minimisation Procedures
- 10.10 Induction of New Branch / Sub-Branch Chairperson
- 10.11 Branch / Sub-Branch Committee nomination procedure
- 10.12 Branch / Sub-Branch Committee election procedure

Branch / Sub-Branch Committee nominee – Acknowledgement Form

I _____ as a Nominee of a Branch / Sub-Branch Committee, acknowledge that I have read and understand aforementioned IQA's Section 9 and 10 Procedures and Policies.

Signed _____

Name _____

Date: ____ / ____ / ____