



HONORARIA PAYMENT POLICY

3 September 2013

Purpose:

To provide a transparent and consistent approach for awarding Honoraria payment to volunteers (otherwise known as Honoraria position holders - elected and appointed) of North Shore Playcentre Association.

Rationale:

North Shore Playcentre Association depends upon and highly values the service of volunteers in order to support Playcentres to deliver high quality educational experiences for children and adults.

In recognition of the expertise, diligence and effort gifted to Association Team and Management Team roles, volunteers are awarded a Honoraria payment. Honoraria payments, by nature, do not equate to wages or necessarily reflect the time a role requires.

Under current tax law, honoraria payments are income and are subject to withholding tax. This is deducted at the time of payment at a rate of 33%. This is only if the Honoraria is the only income you receive from Association. If you hold another Association position then your employment tax rate applies. The law also allows for the deduction of expenses incurred in the course of earning that income, only if an Honoraria payment is the only income you receive. Those deductions can be claimed in a person's income tax return.

Procedure:

Roles within Association and the Management Teams are entitled to be considered for an Honoraria payment.

A role can be held by one person for a maximum of 3 years. After this time the person may be nominated for another role within the Association Team.

Honoraria payments are paid termly by direct credit to Honoraria in current and active service. Honoraria payments will not be paid to those who have stepped down, taken leave from, or have given no service to, their position when required.

Newly elected Honoraria Association/Management Team members who start after the Association's AGM, will receive their first Honoraria payment at the end of Term 1, and receive a Year 1 Honoraria payment.

Those who have completed up to a year's service in an Honoraria position, from date of the Association's AGM, will receive a Year 1 Honoraria payment. For those who have completed 2 or 3 years service in an Honoraria position, from date of the Association's AGM, will receive a Year 2 Honoraria payment.

Where two or more people are elected to share a role ("Co") the Honoraria payment for the position is divided equally between them.

Where an individual takes an Honoraria position but is not part of the Management Team this includes not attending Management Team meetings, making decisions of the Management Team, they will receive half the Honoraria payment entitled to. As per the Constitution the roles of President, Secretary/Licensee, Treasurer, Education and Kaiwhakahaere Maori must fulfil Management Team duties.

Existing Honoraria Association Team members who commence another Honoraria role will receive the Year 1 Honoraria payment

Existing Honoraria Association/Management Team members who hand over their Honoraria role part way through the year, and do not take another Honoraria position, are entitled to receive a pro-rated Honoraria payment based on the number of months completed.

Honoraria payments may change at the discretion of the Association Management Team.

Honoraria payment schedule is approved at the Association's Annual General Meeting (AGM) as part of the approval of the Association budget.

Honoraria positions and payments, are confirmed in writing to Honoraria Association/Management Team members by the Association President, post the AGM. Refer to the Honoraria Process for more details.

Policy Accepted:	Management Team Meeting August 2013
Review Date:	2015