



Policies and Procedures Manual

of

Professional Speakers Association of Southern Africa

Version 2.8 – April 2018

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1. Objectives of the Policies and Procedures Manual

- 1.1 The purpose of the Policies and Procedure Manual (hereinafter referred to as “the P&P Manual”) is to provide guidelines enabling the PSASA to operate on a continuing basis while respecting the will of the members.
- 1.2 The P&P Manual, however, does not stand alone. It must be read in conjunction with other governing instruments mentioned.

2. Governing Instruments

- 2.1 The governing instruments of the PSASA are:
- The Constitution and Bylaws, basically a standard document, which may be amended by the Members.
 - The P&P Manual, which sets out the manner in which the PSASA will be administered with the framework of the Constitution.
 - The manner of amendment of the P&P Manual is set out in Section 27(2) of the Association’s Constitution.

3. Superior and Complementary Authorities

- 3.1 Anything in the P&P Manual which conflicts with the Constitution shall be null and void.
- 3.2 In the event that any such conflict is discovered, it shall be the duty of the first subsequent Council meeting to enact an appropriate amendment to the P&P Manual, which change shall be ratified by the Members at the next available AGM or Special Meeting.
- 3.3 Robert’s Rules of Order Newly Revised shall be the final authority as to parliamentary procedure.

4. Interpretation

- 4.1 In the P&P Manual the singular shall be interpreted as the plural and vice versa, and the masculine as the feminine and vice versa, wherever this shall be necessary for the sense thereof.
- 4.2 In regard to the latter provision it is specifically stressed that no distinction whatever is made between male and female members in the PSASA.

5. PSASA Organisation

- 5.1 The PSASA is organised into an Executive Council and Regional Chapters.
- 5.2 In accordance with such rules and regulations as may be adopted by the Executive Council, the Council may charter groups of members to be Chapters of the Association upon application of such members.
- 5.3 Fifteen (15) speakers or more may seek to form a Chapter, first by notifying the **Business Manager** of the PSASA of their intent, and by submitting an application for charter. At least 4 of these should be Professional Members status.
- 5.4 Such Chapters shall have rights, responsibilities, conditions, policies, and privileges as may be determined by the Executive Council.
- 5.5 The Executive Council may revoke or modify charters in accordance with such rules and regulations as the Executive Council may adopt from time to time.
- 5.6 Current Chapters
- 5.6.1 Johannesburg Chapter
 - 5.6.2 Cape Chapter
 - 5.6.3 KZN Chapter
 - 5.6.4 Pretoria Chapter

Other Regions

These are members who reside inside the boundaries of the PSASA but not in the areas served by the formal chapters.

Africa

These are all the members who reside outside the boundaries of the PSASA, but who reside in Africa.

6. PSASA Code of Professional Ethics and Pledge

- 6.1 All members will be required to agree to and sign a copy of the PSASA Professional Code of Ethics below.
- 6.2 The PSASA's Code of Professional Ethics:

To establish and maintain public confidence in the professionalism, honesty, ability and integrity of the professional speaker is fundamental to the future success of the Professional Speakers Association of Southern Africa, its members, and the profession of speaking.

To this end, members of the Association have adopted and, as a condition of membership, subscribe to this Code of Professional Ethics. By doing so, the members give notice that they recognize the vital need to reserve and encourage fair and equitable practices among all who are engaged in the profession of speaking.

Violations of the obligations of this Code shall be determined in accordance to the Bylaws, policies and procedures of the Professional Speakers Association of Southern Africa. Disciplinary actions shall be instituted by the Professional Speakers Association of Southern Africa in accordance with Bylaws and policies and procedures established by the Association. Any such disciplinary action shall be final and binding upon the PSASA recognised member and without recourse to the Association, its officers, members or staff.

Article 1. The PSASA member shall accurately represent qualifications and experience in both oral and written communications. The PSASA member shall not exaggerate his/her qualifications and experience. Promotional materials in any format must include descriptions that are based in truth and fact.

Article 2. The PSASA member shall act, operate his/her business, and speak on a high professional level so as to neither offend nor bring discredit to the speaking profession.

Article 3. The PSASA member shall exert diligence to understand the client's organization, approaches and goals in advance of the presentation.

Article 4. The PSASA member shall not use the intellectual property of another unless granted written permission by the originator and/or owner of the material, save and except for where the fair usage of material applies under copyright laws.

Article 5. The PSASA member shall treat other professional colleagues with the highest standards of professional courtesy, dignity and respect.

Article 6. The PSASA member shall maintain and respect the confidentiality of business or personal affairs of clients, agents and other speakers.

Article 7. The PSASA member shall be vigilant against fraud or unfair practices organisation and shall attempt to eliminate from the speaking profession all practices that bring discredit to the profession.

Article 8. The PSASA member shall not be a party to any agreement to unfairly limit or restrain access to the marketplace by any other speaker, client or to the public, based upon economic factors, race, creed, colour, sex, age, disability or country of national origin of another speaker, in accordance with the Constitution of the Republic of South Africa. Members of the Professional Speakers Association of Southern Africa are dedicated individuals sincerely concerned with the interests of all who come in contact with the profession.

To this end, PSASA members subscribe to this Professional Pledge:

I pledge myself to honesty and to honour my commitments; to continuously advance my professional expertise to ensure service to my clients shall always be maintained at the highest possible level.

I pledge myself to seek and maintain an equitable, honourable and cooperative association with fellow members of the Association and with all others who may become a part of my business and professional life.

I pledge myself to comply with the standards of the Professional Speakers Association of Southern Africa as set forth in its Bylaws and this Code of Professional Ethics.

As a condition of granting membership in PSASA, applicants shall abide by PSASA policies, procedures and bylaws and shall comply with the Code of Professional Ethics as they are now or may be in the future. Applicants shall cooperate with investigations of member practices, give evidence or testimony as deemed necessary and accept discipline as determined.

In consideration of the Professional Speakers Association of Southern Africa's review of my application, I hold harmless and indemnify and release PSASA, its officers, directors, employees, agents or others acting on behalf of PSASA, from any and all liability arising out of the acceptance or rejection of this application and the suspension or termination of membership for any reason.

7. Transgression of the Code of Ethics and Disciplinary Procedures

- 7.1 The Executive Council may promulgate such rules of professional conduct and the procedures for their enactment and enforcement as it deems necessary.
- 7.2 Any member may call into question the behaviour of another member or organisation at any time insofar as such behaviour is alleged to constitute a breach of the Professional Code of Ethics of the PSASA.

7.3 The procedure for the consideration and processing of such complaints is as follows:

- The Executive Council is to create a special 'Ethics Committee', comprising four professional members and chaired by the President or another Councillor appointed to deal with ethical issues.
- A quorum of three members of this Committee must apply their minds to any individual complaint.
- In some special cases, Ethics Committee chairperson and members can be recruited from outside the association.
- No Committee member may adjudicate upon an issue in which he or she has, or may be perceived to have, an interest.
- Should it be necessary, the President may appoint one or more 'ad hoc' members of the Committee to adjudicate upon any specific complaint, if other members are unavailable for whatever reason.
- The complainant must address the complaint in writing to the President of the Executive Council.
- This complaint must set out, in detail, the nature of the alleged breach of PSASA's professional code of Ethics. Detail must be sufficient to enable the Committee to properly identify and consider the activity or behaviour complained of and should, where possible, include names and contact details of other people who may be able to add usefully to the enquiry.
- The President or a Councillor appointed to this task must then respond within five working days, outlining the timescale for handling the complaint.
- A copy of the written complaint – plus the collateral information provided – will then be sent to the person who is the subject of the complaint, who must then respond in writing within 14 days.
- After both parties have had the opportunity to present their cases in writing as provided above, the Ethics Committee must then meet within 30 days and decide on the issue.
- It may adjourn once for no more than seven days and may call for further information from any source before coming to a decision.
- The decision must then be communicated in writing to both parties to the dispute.

- The decision of the ethics committee is final. No further discussion or correspondence will be entered into, save that a point of principle which may affect others may be placed before the next Annual General Meeting of the PSASA on 30 days' notice in writing, for debate.

8. Committees

- 8.1 Committees may be established from time to time as needs arise at Chapter and National Level.
- 8.2 Executive Committee
- 8.2.1 An executive committee is a group of members of the Chapter Board, acting on behalf of the full Board of Directors, and reporting to the full Board of Directors before, during and after the completion of a specific delegated task.
- 8.2.2 The same principle applies to the Executive Council when an executive committee takes care of a specific issue on behalf of, and with full knowledge and approval of the Executive Council.
- 8.3 Other Committees
- 8.3.1 Committees are groups of people working towards a specific goal of the Association in collaboration with a Board Member, either on Chapter level, or on Executive Council level.
- 8.3.2 Such committees can consist of all categories of members and even non-members, and can be disbanded after completion of the task, and do not have decision making powers.
- 8.3.3 Therefore, all committees need to report to the relevant Chapter Board of Directors or the Executive Council.
- 8.4 Committee members can nominate themselves, or can be asked to serve for the duration of the set task but their appointment must be approved by the Chapter Board or the Executive Council as the case may be.
- 8.5 Committee Rules
- 8.5.1 Each Board, Committee and Council may adopt its own governance, not inconsistent with these Bylaws or with rules adopted by the Executive Council.

9. Membership Application Procedures

- 9.1 Anybody wishing to become a member in any category of the PSASA must complete the following procedures.
- 9.2 Complete the PSASA Application Form – See Appendix 1
- 9.3 Complete and Sign the Code of Ethics and Pledge – See Appendix 2
- 9.4 Submit a schedule of speeches/presentations/workshops made with proof of speaking assignment and payments received. – See Appendix 3 and or Appendix 4
- 9.5 Once all documents have been completed they must be sent to the PSASA Business Manager, and Administrator (VdW). The Administrator will raise the invoice for the initiation fee as well as a pro-rata membership fee. VdW will institute a bank debit order if the new member wishes to pay his/her membership fees by debit order. – See Appendix 5.
- 9.6 The PSASA Business Manager and Administrators will then check the documentation for completion and will undertake spot checks with the clients listed with regards to the speaking assignments as well as the client's satisfaction.
- 9.7 Where an applicant is applying on the grounds of having earned funds in excess of the minimum required for that category then the application form must be accompanied by a letter from the Applicant's Auditor/Bookkeeper stating that they in fact earned in excess of the stated amount stipulated during the preceding year.
- 9.8 The Business Manager will then submit all verified application to the Executive Council as well as the Chapter Board, the Applicant will be allocated to.
- 9.9 The Executive Council and Chapter Board must both approve the Applicant (in the case of a member) before the application is confirmed.
- 9.10 In the case of an associate membership, the Chapter Board needs to approve the Applicant's application. That approval must be done in writing to the PSASA Business Manager as well as the Administrator.

10. Membership Renewal Procedures

10.1 Members

10.1.1 Membership is renewable every 5 years from date of approval as a Member.

10.1.2 The PSASA Business Manager will send a letter – See Appendix 13 to all Professional Members every 5 years and ask them to reconfirm their status as members.

10.1.3 The Members need to confirm their status and provide suitable documentation to verify their status at that time as per all new applications. (Appendix 3 and or Appendix 4)

10.1.4 Once verified, the Member will be issued with a Membership Certificate-for the following 5 (five) year period.

10.2 Associates

10.2.1 Association is for a period of 5 years after which the Associate must indicate desire to continue with their association with the PSASA.

10.2.2 The PSASA Business Manager will send a letter – See Appendix 14 to all these associates at the end of their 5-year term and ask them to reconfirm their status as Associate.

10.2.3 The Associate needs to confirm their status.

10.2.4 Once verified they will be issued with an Associate Certificate for the following 5 (five) year period.

10.3 Honorary Members

10.3.1 The Executive Council may bestow Honorary Membership upon an individual in recognition of their contribution to the Association and the speaking profession, in line with the details laid down in the Policies and Procedures. The Executive Council, at its discretion, may renew Honorary Membership.

10.3.2 An Honorary Member shall have all the rights and obligations of professional membership, but need not pay membership fees and shall have no voting rights nor be eligible for election to any office in the Association.

10.3.3 Honorary membership may be bestowed on any member who:

- Has been an exemplary member of the association

- Has contributed their time free of charge for the development of the association
- Has sat on committees at chapter and national level
- Has held senior positions at national level probably as national President
- Is no longer a full-time speaker or trainer and has probably retired from the industry.
- Has probably received the Stef du Plessis Founders Award for their contribution to the industry and the association.

10.3.4 Members can apply for honorary membership to the Executive Council.

10.3.5 Honorary membership should be reviewed by the Executive Council every 5 years.

11. Certificates

11.1 Membership Certificates

- Member Certificate – See Appendix 9
- Associate Certificate – See Appendix 11

11.2 Recognition Certificates

- PSASA Special Merit Certificate – See Appendix 17
- Honorary Certificates See Appendix 12
 - o Past National President Certificate
 - o Past Chapter President’s Certificate
 - o Founder Member’s Certificate
- Other Certificates

The President and or Executive Council may from time to time wish to confer a special award to a person and they would do so by issuing a PSASA Merit Certificate with an appropriate citation.

12. Meeting Procedures

12.1 Annual General Meeting

- 12.1.1 The annual general meeting of the Association shall be held at such place and on such dates as may be determined by the Executive Council.
- 12.1.2 Notice of such meeting shall be mailed, or e-mailed to the last reported address of each member at least thirty (30) days before the time appointed for the meeting and shall include proposed changes to the by-laws.

12.2 Special Meetings

- 12.2.1 Special meetings of the Association may be called by the President or Executive Council, or shall be called by the President upon the written request of at least one-tenth (10%) of the voting members.
- 12.2.2 Notice of any special meeting shall be mailed, or e-mailed to the last recorded address of each member at least fifteen (15) days before the time appointed for the meeting with a statement of time and place of the meeting.
- 12.2.3 The business to be transacted at any special meeting shall be stated in the meeting notice.

12.3 Executive Council Meetings

- 12.3.1 Whilst the constitution makes provision for the Executive Council to conduct its business electronically it is recommended that the following Physical Executive Council Meeting be held each year.

12.3.2 Physical Meeting Dates

- o 1st = May annually – This is part of a 2-day event with the Executive Council strategy, planning and budget meeting on the Saturday and the Camp PSA taking part on the Sunday.
- o 2nd = September annually (can be an electronic online meeting)
- o 3rd = January annually (can be an electronic online meeting)
- o 4th = April = The day before the Convention – Thursday Night/Friday Morning if practicable.

- 12.4 The Business Manager will facilitate a monthly online meeting between the Chapter Presidents. If the Chapter President is unable to attend the meeting online, he/she will

nominate someone from the Chapter to attend the meeting on behalf of the Chapter. This meeting will focus on Chapter related business. Issues that are identified for the Executive Council, will be escalated to the Executive Council by the Business Manager.

12.5 Election and Voting

12.5.1 See paragraph 25 below

13. Awards

13.1 Stef Du Plessis Founders Award

- Established in 2006 at the 2nd AGM of the PSASA, the Stef du Plessis Founders Award was awarded for the first time at the 3rd annual convention of the PSASA in April 2008, and will be awarded annually thereafter provided a suitable and deserving candidate is found.
- This is the Southern Africa speaking industry's most cherished award.
- This Award recognises a PSASA member whose outstanding contribution to the Association and to the speaking industry over the years have earned the utmost respect, honour and admiration in the Association and the profession. Their actions have consistently epitomised sharing, guiding, supporting and encouragement of other members. They have been instrumental in growing the speaking industry as a whole. Their commitment to excellence and professionalism as a professional speaker provides a role model for us all.
- There will be only one recipient per annum.
- The award recipient will receive a floating trophy, and a miniature replica to keep. Their names are inscribed on the trophy forever.
- They may use the title "Recipient of the Stef du Plessis Founders Award" or the Abbreviation "SdPFA" in their signature and on stationery web sites.
- The award is presented at the gala awards evening of the annual convention, and is the climax of the evening.

Presented By	Inscription	Photo
PSASA	Stef Du Plessis Founders Award Professional Speakers Association of Southern Africa	

- Nominations for The Stef du Plessis Award are evaluated on the following criteria:
 1. Accomplishments (presenting, business & community)
 2. Service to PSASA (national & chapter) (usually 3 years +)
 3. Service to members (generally and individually)
 4. Contribution to the community (optional)
 5. Consistent compliance with the PSASA code of ethics
 6. Enjoy a reputable reputation as an upstanding member of the PSASA and be in good standing
 7. As a minimum, nominees must be a PSASA Member of at least 3 years standing at the time of receipt of the award.
- Sitting members of the PSASA Executive Council are not eligible for the award under any circumstances.
- No member may receive the award more than once in their lifetime.
- A recipient of the Stef du Plessis Award can also be an existing inductee in to the SA Speaker's Hall of Fame, or can receive this award in the same year as being inducted in to the SA Speaker's Hall of Fame.
- Nominations, can be from any category of membership (nominating members must be in good standing in order to nominate), but must be seconded by a member.

- The judging panel is made up of the National President (Panel Chair), the last Stef du Plessis Founders Award Winner, plus two senior past award winners or Association icons as determined by the PSASA National President.
- All nominations are circulated to the panel. The panel is asked to assign votes to their top three applications in the following format 3 votes for 1st, 2 votes for 2nd, 1 vote for 3rd. Votes are forwarded to the panel chair, who collates votes. A teleconference or online meeting is then held with all panel members to agree the winner.

13.2 Southern Africa Speakers Hall of Fame

- Induction of an expert in to the Southern Africa Speaker Hall of Fame is a lifetime achievement award. It recognises overall high levels of success, and is the second highest honour of the Professional Speakers Association of Southern Africa. It reflects outstanding success in the field of speaking, teaching, mentoring and/or consulting and reflects extraordinary acknowledgement, respect and admiration of the members of the PSASA as well as the entire speaking, and by default training industry.
- The following criteria are a requirement:
 - o Must be a citizen or permanent resident of South Africa, Lesotho, Swaziland, Namibia, Botswana, Zimbabwe, Angola, Zambia, Mozambique or Madagascar.
 - o Must demonstrate the four E's – Expertise, Eloquence, Ethics, Enterprise in all business dealings and conduct.
 - o Must demonstrate an interest and contribution in developing and mentoring young talent in the SA speaking/ coaching/training industry.
 - o Been active in the speaking/training industry for a minimum of 7 years.
 - o Derives more than 50% of income from events / speaking / coaching / training.
 - o Is seen as an icon in this country and an example to others.
 - o Displays excellent presentation performance and/or high adviser quality.
 - o Approachable (within reason)
 - o Must display/demonstrate at least 6 of the following 8 professional characteristics:

- ❖ overall professionalism,
- ❖ proven business acumen,
- ❖ presentable image,
- ❖ unique style,
- ❖ effective communicator,
- ❖ successful products,
- ❖ marketing ingenuity,
- ❖ effective electronic presence

Hall of Fame Awards – Nomination process:

There are three steps for election:

- A. Submissions to the PSASA Business Manager, are accepted from all sectors of the events/speaking/coaching/training industry up until 30 January annually or such date as the Council may specify. The Business Manager must initiate the process, by announcing the submission process via email to all members of the PSASA.
- B. The list of the suggested persons are examined by the PSASA Executive Council regarding the criteria – this is to be completed by end February.
- C. The judging panel is made up of the a former SASHoF Award Winner (Panel Chair), PSASA National President, plus three past SASHoF Award winners as determined by the PSASA National President.
- D. In March the judging panel must meet either physically or electronically and candidates that qualify according to the criteria are then taken to the next phase and each panel member casts three votes (each proxy also has three votes), in whichever combination they choose. (For example, all three votes could be for one candidate, or votes can be split among 3 different candidates.)

The five candidates with the highest number of votes then enter the final phase where this process is then repeated where each Councillor exercises three votes. The candidate with the third highest number of votes is automatically carried over in to the following year's round of nominations.

- Up to two candidates with the highest number of votes may be inducted in to the Southern African Speakers Hall of Fame.

- In the event of a tie for first place – both candidates are inducted. In the event of a tie for 2nd place, 1st place goes through, and a supplementary vote is taken to determine the second inductee. In the case of a three-way tie for first place, the panel chair has the casting vote.
- Under no circumstances can more than 2 candidates be inducted.
- It is irrelevant which inductee scores the most votes.
- Induction in to the Southern African Speakers Hall of Fame is made annually at the PSASA Convention.
- Fellows of the Southern African Speakers Hall of Fame receive a trophy, and may display on their stationery "Inducted in to the Southern African Speakers Hall of fame "year". Abbreviation SASHoF

Presented By	Inscription	Photo
PSASA	South African Speaker Hall of Fame Professional Speakers Association of Southern Africa	

13.3 Other Awards / Recognition

The President and / or Executive Council may from time to time wish to confer a special award / recognition to a person for outstanding services to the PSASA and they would do so by issuing a PSASA Merit Certificate with an appropriate citation.

See Appendix 17 for the Certificate template

13.4 PSASA Awards Ceremony

- The PSASA awards are handed out at the Gala Evening of the PSASA National Convention Annually
- The National President will confer the award on the individuals and read out their citations.

- Where possible the Inductees should be present at the awards ceremony – however the PSASA will not cover a person’s cost to or at the convention so that they can accept the award.
- All previous inductees present are recognised at this function as well.

14. PSASA Administrators

- 14.1 The Administrator is VdW & Co Association Management Services.
- 14.2 The Administrator’s duties and functions will include but not be limited to the following and may be revised by the Executive Council from time to time as the Association’s needs dictate.
- 14.3 The Administrator’s performance will be rated each year by 360-degree evaluation method by all members of the Executive Council. The Business Manager will be responsible to initiate the Performance Evaluation process.
- 14.4 The Service Level Agreement with the Administrator will be reviewed annually and, depending on performance evaluation the SLA will be renewed or terminated.
- 14.5 The Administrator’s Duties and Functions (Job Description) are recorded in Appendix 16 of this Manual.

15. PSASA Social Media and Website

- 15.1 Overview
- The PSASA has a centralised policy towards all social media and does not allow a fragmented approach to the different channels.
 - All content is subject to moderation and removal where it does not reflect PSASA’s brand and image satisfactorily.
 - Each e-Channel is appropriately branded as a PSASA channel with the logos and details.
 - The PSASA Business Manager acts as web champion and moderator for all the PSASA e- Channels sanctioned by the Executive Council.
 - This requires daily monitoring of all activities on the different web platforms the PSASA is represented on.

- The Business Manager must also ensure that whenever any person posts PSASA information on any sites that this is in line with the PSASA Policies and Procedures and if not then they must be immediately taken to task and have this corrected.
- The Business Manager must ensure that all PSASA information and intellectual property is maintained on officially recognised and sanctioned PSASA sites/channels only.
- PSASA Members and Associates may not self-promote or sell off PSASA channels.
- Members are encouraged to link back to the PSASA site as much as possible.
- Chapters Presidents and someone from their Boards will have access to relevant social media channels to promote Chapter level events.
- The specific administration functions of the different channels are recorded in the Administrator's Functions and Duties in Appendix 16 of this manual.

The Following are the officially sanctioned PSASA Social Media and their intent.

16. PSASA Correspondence

- 16.1 All PSASA Correspondence should reflect the PSASA in a most professional manner.
- 16.2 Standard templates should be used for national and chapter communication.
- 16.3 PSASA will not sell or allow its database to be used for any reasons but official PSASA business.
- 16.4 PSASA will manage all correspondence to members and database. This will be managed by the Administrator and the Chapter Presidents.

17. PSASA Finances

- 17.1 The Principle of Dual Control as a minimum standard will apply to all financial transaction in the PSASA – this means that no payment of disbursement may be made on the sole say so of any one officer in the PSASA.
- 17.2 No officer may authorise expenditure incurred by themselves – In the case of the president (national and chapter) his /her claims must be approved by their Deputy and all other officer's claims must be approved by the Chapter or National President. Such authorisation may be made electronically but record must be maintained for audit purposes.
- 17.3 No payments may be made without first being authorised.

- 17.4 All claims to be submitted on the PSASA claim form – see Appendix 8
- 17.5 Payments should be made in line with National and Chapter Budgets which should be agreed within 6 weeks of the commencement of each PSASA Year i.e. 1 May annually.
- 17.6 The Finance Administrator at the Administrators must maintain separate ledgers for the following so that their operations can be monitored and loss leaders identified and managed etc:-
- National Expenditure
 - PSASA Annual Convention
 - Each Chapter Monthly meetings
 - All Events
- 17.7 The Finance Administrator at must present Monthly Financial statements (showing month and life to date variances on budget) to National and Chapter Presidents as well as the Business Manager and the PSASA Treasurer.
- 17.8 The PSASA should maintain a suitable "Savings" account and should budget to save no less than R 5,000 pm so as create a suitable emergency or reserve account. This Savings account to accumulate funds until it reaches a total of R 200,000 and then to be reviewed by the Executive Council.
- 17.9 It is a core principle that negative or deficit budgeting is NOT allowed in the PSASA be it for the National or Chapter Budgets or for any event run in the PSASA. All budgets and events must be run on a minimum break-even basis or better.
- 17.10 Cross subsidisation of events is also not permitted and where an event cannot stand on its own merits then such events should be cancelled.
- 17.11 The PSASA should maintain a banking account that provides for the Finance Administrator to create the payment and for either the National Treasurer and or President to separately approve such payment – single access to payments should not be allowed.
- 17.12 The PSASA does not fund the costs of any members to travel to any international conventions save as expressed in the Deputy Presidents Training.
- 17.13 Pre-agreed and budgeted reimbursement of expense costs of members of the PSASA may be considered and paid by the association, funds permitting.

- 17.14 The PSASA will reimburse Chapter Presidents and Officers to attend Official Executive Council meetings **outside of their home city**, their actual costs incurred up to a maximum of R 2,000 per event. – Funds being available to do so at all times.
- 17.15 The PSASA will reimburse the National President actual expenses but not more than R 2,000 per trip and not more than one trip per year to visit the outlying chapters from his/her home base.

18. PSASA Branding

18.1 The PSASA Brand consists of:

- The Full Name – Professional Speakers Association of Southern Africa
- The Abbreviated Initials – PSASA
- The Registered e-Channel Domain Names – see above
- The Logo's vis.



- Colour Codes are:
Red (Main Colour)
 HTML code: #A90021
 RGB code: R: 169 G: 0 B: 33
 HSV:348.28° 100% 66.27%
Yellow (Background)
 HTML code: #E9C730
 RGB code: R: 233 G: 199 B: 48
 HSV:48.97° 79.4% 91.37%

Brown (Drum)

HTML code: #881023

RGB code: R: 136 G: 16 B: 35

HSV:350.5° 88.24% 53.33%

- Preferred Font for all correspondence – Tahoma
- Preferred Font for Web Pages – Tahoma
- Preferred Font Sizes 11pt or 12 pt. depending on application.
- We should never use a font size smaller than 11pt to comply with the Easy Readability legislation.
- All PSASA emails must bear the official PSASA signature as per sample

<p>PSASA e-Mail Signature sample</p>	<p>First Name Surname PSASA Business Manager Tel: +27 Mobile: +27 e-mail: admin@psasouthernafrica.co.za Web: http://www.psasouthernafrica.co.za </p>	<p>Names President – Johannesburg Chapter 2011/12 Tel: +27 Mobile: 27 Fax: e-mail: Web: http://www.psasouthernafrica.co.za </p>
	<p>Roger Knowles Attorney, Professional Speaker, Mediator National President 2014 / 2015 Professional Speakers Association of Southern Africa  </p>	

- Only Members are entitled to use the PSASA Branding on their own web sites and promotional material, products, and presentations, e-Mail addresses etc.
- Associates are permitted to use the words “Associate of the PSASA”
- All banners, flags, brochures, pamphlets etc. to be in line with PSASA branding standards and approved.

- In the event that the PSASA changes its branding all members will need to comply wherever they utilise the branding at their own cost.

19. PSASA Affiliations

19.1 The PSASA is a Member of the GSF – Global Speakers Federation

19.1.1 The PSASA pays the GSF a monthly Affiliation fee



19.2 Members of the PSASA may also create a Profile of themselves on the GSF Web site.

19.3 As a host and courtesy we do not charge visiting members from any of the above GSF associations (not the other local associations) a meeting fee if they attend our chapter meetings. This does NOT however extend to the PSASA National Convention fees.

20. PSASA National Convention

20.1 The PSASA organises an annual national Convention for its members and all other interested parties.

20.2 The Guiding principles for the National Convention are contained in Appendix 32 and 33 in this manual.

20.3 The PSASA also organises an annual **Mid-Term** Convention in October of every year. This practice started in 2017.

21. Training

21.1 Deputy President

21.1.1 The PSASA will, funds permitting at the time, contribute part of the costs of the Incoming Deputy National President to attend CAMP NSA held in annually in USA.

21.1.2 This sponsored fees will cover part of the costs of the camp, accommodation and travel and but will be limited to a maximum amount of R20,000 – PSASA Funds permitting at the time.

- 21.1.3 This is regarded as essential training and Networking for the incoming Deputy President
- 21.1.4 In the event if the Incoming deputy president not being able or willing to attend this training then the funds allocated in the budget will be reabsorbed into the national coffers. No alternative delegate will be sent in that year.
- 21.1.5 In the event that the incumbent attends the training then decides not to stand and fulfil the function of National President then he/she will be required to refund 50% of the costs paid to the PSASA.

22. PSASA National Presidents / Council Induction and Presidents Gavel

- 22.1 The National President and Council are inducted into their positions directly after the National AGM held at the Annual Convention.
- 22.2 The National President is presented with the PSASA Presidents Gavel as a symbol of his/her authority and position.
- 22.3 This Gavel is engraved by the PSASA with the Presidents Name and year of office and is passed on to successive presidents every year.
- 22.4 The Gavel

Presented By	Inscription	Photo
Adolph Kaestner	The NSASA PRESIDENT'S GAVEL Presented by Adolph P Kaestner	

- 22.5 PSASA Past Presidents are:-
 - 2004/05 Stef du Plessis CSPGlobal, SdPFA, SASHoF,
 - 2005/06 Paul du Toit CSPGlobal, SASHoF
 - 2006/07 Billy Selekane CSP, SASHoF

2007/08	Annie Greeff CSP, SdPFA
2008/09	Richard Mulvey SASHoF
2009/10	Gustav Gous CSP
2010/11	Wolfgang Riebe CSPGlobal
2011/12	Wolfgang Riebe CSPGlobal
2012/13	Adolph Kaestner
2013/14	Jacques De Villiers
2014/15	Roger Knowles SdPFA
2015/16	Robin Pullen
2016/17	Richard Mulvey SASHoF
2017/18	Francois Muscat

23. PSASA National Portfolios

23.1 As set out in section 28(3) of the constitution the responsibilities of the Executive Council and the Chapter Boards will include, but shall not be limited to, the following disciplines and functions:

- Official Representation and Liaisons
- Membership retention and growth
- Education and member development including
- Marketing and public relations
- Communication including
- The PSASA Newsletter
- The Association's website and social media
- The National Annual Convention of the PSASA
- The Finances & Treasurer functions of the PSASA
- Secretarial Functions

23.2 The Functions and Duties of the National Portfolios are set out in appendix 20

23.3 The Functions and duties for the Chapter Portfolios are set out in appendix 29

24. Past Presidents Advisory Group (PPAG)

- 24.1 The PPAG Group will consist of all active and paid up Past National Presidents of the PSASA.
- 24.2 The PPAG group will elect a chairman/representative annually. This chairman/representative will be entitled to attend all Executive Council Meetings and he/she will carry a vote at such meetings. All costs of attending these meetings will be for the individuals or PPAG account.
- 24.3 The Immediate Past National President serves on both the PPAG and the current National Executive Council.
- 24.4 The PPAG will meet as often as it deems necessary either physically or electronically. All costs of such meeting are for the PPAG member's personal accounts. Copies of the PPAG Meeting Minutes to be lodged with the PSASA Administrator for record keeping purposes.
- 24.5 The Incoming National President should meet with the PPAG to discuss any issues and strategies that may prevail at that time. This will also serve as a sharing of past experiences and a Group Mentoring Session for the newly Appointed National Chairman.
- 24.6 The current National President is ex officio entitled to attend any meetings of the PPAG and receives copies of all PPAG Meeting Agendas and Minutes.
- 24.7 The PPAG serves as a reservoir of knowledge and resources for the National President and the Executive Council at all times.
- 24.8 The PPAG will, whenever it sees or hears about potential issues, make contact through its chairman with the National President and in need a meeting to discuss same will be arranged to brainstorm and resolve any issues.
- 24.9 It is however noted that the PPAG must not meddle or interfere with the running of the PSASA or the Executive Council in any way that will cause division of conflict in the organisation.
- 24.10 The PPAG group may be requested by the National President to undertake certain projects from time to time. These may either be Strategic, or Research, or Advisory, or Practical projects and the PPAG may either accept or reject such requests based on their capacity to do so.

25. PSASA Nominations and Elections

25.1 Nominations Committee

- 25.1.1 The Chapter or National President will appoint a Nominations Committee at least 6 weeks before the Chapter or National AGM.
- 25.1.2 This committee will consist of the President and any 3 other members who are NOT nominees and who have a very good understanding of the positions being contested and subsequent positions that the successful candidates will fill.
- 25.1.3 Nomination Forms must be sent to all members at least 1 month prior to the meeting at which elections are to take place (see Appendix 6)
- 25.1.4 The Nominations committee will vet all nominees to ensure that they are suitable candidates vis:-

The following are: mandatory requirements:

- They must be a Member of the PSASA except where dispensation is specifically agreed to by the Executive Council for chapter presidents to be associates only
- Their membership must be fully paid up and current.
- They must be active members of the PSASA.
- The following are NOT Mandatory but Recommended Requirements.
- They may have served a term as President of a PSASA Chapter currently or in the past.
- They may have served a term as Deputy Chapter president currently or in the past.
- They may have served as a Council Member (e.g. Treasurer) currently or in the past.
- They may have served in other voluntary organisations in similar positions in the past.
- They have a proven track record for managing a similar Business / Organisation currently or in the past.
- They have a very good working knowledge of the PSASA and its objectives.

- They have been an active member of the organisation for a minimum of 3 years in the case of a position on the Executive Council.
- They have the best interests of the organisation (PSASA) at heart.
- They have the time and resources to fulfil the function and any subsequent functions that may follow (e.g. President).
- Any other criteria the nominations may deem relevant.

25.1.5 The Nominations committee re-confirms with the delegates their willingness to stand for the nominated positions.

25.1.6 The nominations committee then creates a slate of all suitable and vetted nominees and presents this to the Members at least 2 weeks before the elections take place.

25.1.7 Once the slate is closed no late nominations will be accepted.

25.1.8 If there is only one nominee for a position then that person (provided they qualify) will automatically be declared winner and be inducted to the position.

25.1.9 The candidates are invited to present to the Members at the AGM a Speech motivating their nomination and election. This speech may not exceed 3 minutes in length and nominees are called in strict alphabetical order to present their speeches. A Nominee may elect not to present such a speech.

25.1.10 No derogatory or negative electioneering by candidates will be acceptable and if found guilty the President/nominations committee has the right to remove the nominee from the slate before the AGM

25.1.11 Voting as per the procedures below are conducted as soon as the candidates for a particular position have spoken/presented their election speech.

25.2 Election Procedures

25.2.1 The election of Directors of the respective Chapter Boards shall be conducted at a time and place determined by the respective Boards of Directors, with full knowledge and approval by the Executive Council.

25.2.2 Elections normally take place at the Chapter Annual General Meeting, unless a special election is required, which then also needs to be approved by the Executive Council.

25.2.3 A member entitled to vote shall vote by ballot, including absentee vote.

- 25.2.4 Members may vote by proxy. (see appendix 7)
- 25.2.5 Such ballot shall be in such form and cast at such time during the annual general meeting, or as designated by the Executive Council and as required by law.
- 25.2.6 Absentee ballots may only be issued by an officer designated by the relevant Board of Directors upon receipt of a written request signed by an individual member eligible to vote and must be returned to the designated officer no less than ten (10) days prior to the election.
- 25.2.7 Voting is done in writing and by secret ballot.
- 25.2.8 If there is no clear winner (50% +1 majority) votes on first ballot the Candidate with the lowest votes falls away (i.e. if there are more than two candidates) then the process is repeated until one candidate gets a simple majority
- 25.2.9 If there are only two nominees and there is a tie the Current President has a casting additional vote.
- 25.2.10 Elections for officers always start at the highest office first.
- 25.2.11 The results of each election for each post are announced before the next position is contested and voted on.
- 25.2.12 Nominations forms – see Appendix 6
- 25.2.13 Proxy Forms – See Appendix 7

26. PSASA Membership Fees and Default Procedures

- 26.1 The constitution provides for an Annual Review of Membership fees.
- 26.2 The constitution also provides for the cancellation/termination/dropping members who are 30 days in arrears of their membership fees.
- 26.3 The constitution also provides for members debts at the time of Resignation Termination to remain payable to the PSASA or to be written off by the Executive Council of the PSASA.
- 26.4 Membership Fees are payable annually. and invoiced on the 1st of March each year. Members who join through the year will pay a prorated amount ad determined by the administrators.

- 26.5 Members who are in arrears may not attend meetings without either getting their arrears up to date OR paying the appropriate non-member meeting fee – They may not be regarded as Guests to avoid such a payment.
- 26.6 Members will be sent a letter advising them to rectify their arrears.
- 26.7 As soon as they are 30 days + in arrears they will receive a letter advising them that their membership has been “dropped” and that they are liable for the outstanding debts.
– Note this letter is sent out on the 15th of the month following the defaulting payment
– (see Appendix 29)
- 26.8 Their Profiles will be removed from the web site as well as the GSF web site.
- 26.9 They will also need to remove all reference they have on their own web sites and promotions material.
- 26.10 Members must give one month’s notice to resign and are liable for the month after they tender their resignation unless it is received on or before the 3rd of the month
- 26.11 Members who are cancelled as defaulters and who resign and have outstanding debts and who wish to re-join will **first** have to make good their arrears before they will be considered as new members again. They must re-apply and their application must be approved by the Executive Council.
- 26.12 Members who resign with or without outstanding debts will be sent the appropriate letters as in Appendix 27 and 28.
- 26.13 Members who resign and have paid for a year up front will not be entitled to any refund of fees already paid.

Appendix 1

PSASA Application for Membership or Associate Status									
<i>This application must be accompanied by:</i>									
1) Applicant's signature on the PSASA Code of Ethics;									
2) Membership category verification schedule and documents; (Members only)									
3) Payment in full of initiation fee and									
4) Confirmation of payment choice (semi-annual or annual membership payment)									
Please type or print all information clearly and submit to the PSASA Administrator at roberta@vdw.co.za or Fax to: 086 245 7258									
Your Personal Details									
Title (Mr / Mrs / Ms / Dr / Prof)									
First Names:									
Surname:									
Known as Name:									
ID Number:									
Your Speakers Profile									
Your Speaking Disciplines (Please tick all applicable)		Keynoter		Trainer		Facilitator		Coach	
		MC		Consultant		Entertainer		Mentor	
Other Disciplines – Please state:									
For how long have you been earning direct income as one of the above						No of Years:			
Are you represented by any Speakers Agents/Bureaus				Yes	No	If so by how many?			
If you are NOT earning regular income as any one of the above. Please state your interest in joining the PSASA below: (e.g. – Aspiring Speaker, Toastmaster, Company speaker, Academic Lecturer etc.)									

Your Speaking Company or your "Trading As" Name:	
Company Status: i.e. Sole Prop; (Pty) Ltd , CC.	
Company Reg. Number	
VAT Registration Number	
Your Contact Details	
Street Address and Postal Code	
Postal Address and Postal Code	
Business Phone: incl. code):	
Home Phone : (
Fax : (incl. code):	
Cell:	
E-Mail address:	
Skype Name:	
Twitter Name:	
Speakers Website URL:	
YouTube Channel Name/URL:	
Slide-Share URL:	
Facebook URL:	
Linked In URL:	
Google + URL:	
Other:	
I was referred to the PSASA by:	
PSASA Member or Associate Name:	
Other: - (e.g. Non-Member, Web site search, Event manager, Magazine, Bureau etc.?)	

Application					
I wish to apply for the following category of membership with the PSASA (please X where applicable)					
Member			Associate		
Member Fees Initiation Fee: R450 Annual Fees R 1560 (semi-annual payment) or R 3120 (annual) payment or R 283.64 per month -by monthly debit order (this includes a R45 charge per month for debit order option)			Associate Fees Initiation Fee: R450 Annual Fees R 1,110.00 (semi-annual payment) or R 2,220.00 (annual) payment or R 201.82 per month -by monthly debit order (this includes a R45 charge per month for debit order option)		
<i>All Fees are payable by the 7th monthly and can be amended by the Presidents Council from time to time.</i>					
<i>All fees are payable by EFT, Credit Card or Monthly PSASA Initiated Debit Orders only</i>					
<i>One months' notice in writing must be given to the PSASA administrator when resigning from the PSASA</i>					
<i>Please note that membership or association status is not transferable and fees are not refundable</i>					
Please Indicate how you will be paying your fees					
Annually		Semi-Annually		Monthly	If monthly – please complete and sign the debit order authority attached
Qualifying Criteria for Members: <i>Any individual shall be eligible for <u>Membership</u> in the PSASA Association who:</i>			Qualifying Criteria for Associates <i>Any individual shall be eligible as an <u>Associate</u> in the PSASA Association who:</i>		
Such person must be a person who speaks, trains or coaches professionally and earns a major portion of his or her income from at least 25 fee-paid engagements per annum.			Such person must be a person who speaks, trains or coaches professionally but does not yet qualify for membership status under those criteria.		
Or			Or		
A member earns a minimum of R250, 000-00 or equivalent currency as speaking related income during the 12 months preceding the application or upgrade.			one who aspires to speak professionally, or a person who is involved in a business or other organisation that supports the speaking or training industries		

Lives within the geographic boundaries of the Association	Lives within the geographic boundaries of the Association
Has a reputation of integrity and sound character;	Has a reputation of Integrity and sound character.
Has not been declared insolvent and has never been expelled from the PSASA or other similar organisation	Has not been declared insolvent and has never been expelled from the PSASA or other similar organisation
Agrees, upon acceptance of application for Membership, to abide by the by-laws, the Association's Code Ethics and such other rules or regulations as may be adopted from time to time;	Agrees, upon acceptance of application for Associate status, to abide by the by-laws, the Association's Code Ethics and such other rules or regulations as may be adopted from time to time;
Meets such other requirements as may be established by the Presidents Council and the council of the PSASA.	Meets such other requirements as may be established by the Presidents Council and the council of the PSASA.
Current and Paid-up Members may use the PSASA Associations logo on their material, web sites etc.	Associates <u>may not</u> use the PSASA Association's logo under any circumstances
Members are encouraged to use their Membership Status wherever possible and promote the PSASA where appropriate.	Associates <u>may not</u> represent that they are 'Members' of the PSASA
Members <u>may</u> vote on any issue which may result in a change to the Constitution of the PSASA	Associates <u>may not</u> vote on any issue which may result in a change to the Constitution of the PSASA
Members may also vote on any other issue at any meeting of the PSASA	Associates may vote on any other issue at any meeting of the PSASA
<i>Note: all persons accepted for Members Status will be expected to downgrade to Associate Status as soon as they no longer qualify in terms of the Member Status requirements.</i>	<i>Note: all persons accepted for Association Status will be expected to upgrade to Member Status as soon as they qualify in terms of the Member Status requirements.</i>

Membership fee for Members includes the monthly subscription to the <i>Speaker</i> magazine, and <i>Voices of Experience</i> CD, published by NSA (USA).	Associate fee for Associates includes the monthly subscription to a link to download <i>the Speaker</i> magazine, and <i>Voices of Experience</i> CD, published by NSA (USA).	
Members of the PSASA automatically confers membership status of the GSF (Global Speakers Federation)	Associates are not eligible for membership of the GSF (Global Speakers Federation)	
The application is to be proposed and seconded by two members in good standing of the PSASA;		
1 .Sponsor Name.	Member of	Chapter
2. Sponsor Name	Member of	Chapter
<i>I confirm that all the details provided above are true and correct</i>		
Applicants Signature	Date	
In support of my application I submit the following documentation:		
1 – Signed Copy of the PSASA Code of Ethics (Appendix 2) (Members and Associates)		
2 - Schedule of Speeches (Annexure 3) (Members only)		
3 – Letter/Statement from my Auditors – Confirming Income (Members only)		
4 - Letter from my Employers (Annexure 4) – (Members only)		
Please note that applicant may submit Annexure 3 only, should they not wish to include a letter/statement from their auditor. The applicant may also submit a letter/statement from their auditor only, if applicable.		



Appendix 2

Professional Speakers Association of Southern Africa Code of Professional Ethics

Please read PSASA's Code of Professional Ethics before signing.

Application will not be processed without applicant's signature.

Please sign and date both pages.

To establish and maintain public confidence in the professionalism, honesty, ability and integrity of the professional speaker is fundamental to the future success of the Professional Speakers Association of Southern Africa, its members, and the profession of speaking.

To this end, members of the Association have adopted and, as a condition of membership, subscribe to this Code of Professional Ethics. By doing so, the members give notice that they recognize the vital need to reserve and encourage fair and equitable practices among all who are engaged in the profession of speaking.

Violations of the obligations of this Code shall be determined in accordance to the Bylaws, policies and procedures of the Professional Speakers Association of Southern Africa. Disciplinary actions shall be instituted by the Professional Speakers Association of Southern Africa in accordance with Bylaws and Rules and Regulations established by the Association. Any such disciplinary action shall be final and binding upon the PSASA member and without recourse to the Association, its officers, members or staff.

Article 1. The PSASA member shall accurately represent qualifications and experience in both oral and written communications. The PSASA member shall not exaggerate his/her qualifications and experience. Promotional materials in any format must include descriptions that are based in truth and fact.

Article 2. The PSASA member shall act, operate his/her business, and speak on a high professional level so as to neither offend nor bring discredit to the speaking profession.

Article 3. The PSASA member shall exert diligence to understand the client's organization, approaches and goals in advance of the presentation.

Article 4. The PSASA member shall not use the intellectual property of another unless granted written permission by the originator and/or owner of the material, save and except for where the fair usage of material applies under copyright laws.

Article 5. The PSASA member shall treat other professional colleagues with the highest standards of professional courtesy, dignity and respect.

Article 6. The PSASA member shall maintain and respect the confidentiality of business or personal affairs of clients, agents and other speakers.

Article 7. The PSASA member shall be vigilant against fraud or unfair practices and shall attempt to eliminate from the speaking profession all practices that bring discredit to the profession.

Article 8. The PSASA member shall not be a party to any agreement to unfairly limit or restrain access to the marketplace by any other speaker, client or to the public, based upon economic factors, race, creed, colour, sex, age, disability or country of national origin of another speaker, in accordance with the Constitution of the Republic of South Africa. Members of the Professional Speakers Association of Southern Africa are dedicated individuals sincerely concerned with the interests of all who come in contact with the profession.

Applicant's Signature

Date

PAGE 2: Professional Speakers Association of Southern Africa - Code of Professional Ethics

To this end, PSASA members subscribe to this Professional Pledge:

I pledge myself to honesty and to honour my commitments; to continuously advance my professional expertise to ensure service to my clients shall always be maintained at the highest possible level.

I pledge myself to seek and maintain an equitable, honourable and cooperative association with fellow members of the Association and with all others who may become a part of my business and professional life.

I pledge myself to comply with the standards of the Professional Speakers Association of Southern Africa as set forth in its Bylaws and this Code of Professional Ethics.

As a condition of granting membership in PSASA, applicants shall abide by PSASA policies, procedures and Bylaws and shall comply with the Code of Professional Ethics as they are now or may be in the future. Applicants shall cooperate with investigations of member practices, give evidence or testimony as deemed necessary and accept discipline as determined. In consideration of the Professional Speakers Association of Southern Africa's review of my application, I hold harmless and indemnify and release PSASA, its officers, directors, employees, agents or others acting on behalf of PSASA, from any and all liability arising out of the acceptance or rejection of this application and the suspension or termination of membership for any reason.

Applicant's Signature

Date

Appendix 3 Schedule of speaking assignments

No	Date	Client Name	Assignment Type	Speech / Workshop Topic	Audience Size	Duration	Fee Charged	Invoice No	Documents
e.g	17-Jun-18	ABC PTY Ltd	Keynote	The Weakest Link	40	60 Min	R 10 000	a 0001	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
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19									
20									
21									
22									
23									
24									
25									

Applicants Signature

Date

Appendix 4 Sample Company Letter Confirming Speaking Assignments and Remuneration

The Secretariat

Professional Speaker's Association of Southern Africa

P O Box

XXX

Xxx

(Date)

Dear Professional Speakers Association of Southern Africa

I am writing to verify the professional speaking presentations which have been given within the past 12 months by:

Name:.....

Position title:.....

of Company.....

Please accept this letter as the supporting documentation of 25 speaking presentations in the past 12 months. I

further confirm that his/her remuneration exceeded the threshold of R 250,000.

Date

Group

Attendance

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24
- 25

Sincerely,

(Manager/Supervisor)
(Company)

Appendix 5 Debit Order Form



BANK DEBIT ORDER INSTRUCTION

Name (Debtor): _____ Date : _____

Debit Amount: _____ Commencement Date : _____

Dear Sirs/Madams

The details of my/our account are as follows:

BANK :

BRANCH/ TOWN :

BRANCH NO. :

ACCOUNT NAME

ACCOUNT NO. :

TYPE OF A/C :

(savings, current, transmission)

This signed Authority and Mandate refers to our contract as dated as on signature hereof ("the Agreement"). I / We hereby authorise you to issue and deliver payment instructions to the bank for collection against my / our abovementioned account at my / our above mentioned bank (or any other bank or branch to which I / We may transfer my / our account) on condition that the sum of such payment instructions will never exceed my / our obligations as agreed to in the Agreement, and commencing on the commencement date and continuing until this Authority and Mandate is terminated by me / us by giving you notice in writing of no less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address indicated above.

The individual payment instructions so authorised to be issued must be issued and delivered as follows:

On the 1st day ("payment day") of each and every month commencing on _____.

In the event that the payment day falls on a Saturday, Sunday or recognized South African public holiday, the payment day will automatically be the very next ordinary business day. Further, if there are insufficient funds in the nominated account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account;

I / We understand that the withdrawals hereby authorised will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which must be included in the said payment instruction and is provided to you should enable you to identify the Agreement. I / We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

MANDATE

I / We acknowledge that all payment instructions issued by you shall be treated by my/our above mentioned bank as if the instructions had been issued by me/us personally.

CANCELLATION

I / We agree that although this Authority and Mandate may be cancelled by me / us, such cancellation will not cancel the Agreement. I / We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

ASSIGNMENT

I / We acknowledge that this Authority and Mandate has been ceded to Sage Netcash (Pty) Ltd as per your agreement with Sage Netcash (Pty) Ltd, but in the absence of such assignment of the Agreement, this Authority and Mandate will be null and void.

Signed at _____ on this _____ day of _____ 20 _____

Name and Surname Signature

SIGNATURE AS USED FOR SIGNING CHEQUES

AGREEMENT REFERENCE NUMBER: This PSASA reference number on your bank statement is your **account number** as per the invoices sent to you

Appendix 6 Nominations Form



**PROFESSIONAL
S P E A K E R S
ASSOCIATION
OF SOUTHERN AFRICA**

Nominations Form **National Councilors and Chapter Board Members**

I wish to have the nominating committee consider the following person for the office of:

- Deputy National President
- National Treasurer
- Chapter President
- Deputy Chapter President
- Chapter Board Member

Nominee information

Name & Surname _____

Address _____

Telephone (h) _____ Telephone (w) _____ Cell _____

Email _____ Fax _____

Home Chapter _____ Other _____

Please describe any voluntary organization work/positions held by nominated individual (include dates of service if possible). Please share with the nominating committee why you believe the nominated individual should be considered for the specified position. If there is additional information you would like to include about this candidate that you feel would assist the nominating committee in their deliberations, please attach it to this form.

PS- Please confirm that you have discussed this nomination with your nominee and that they have agreed Yes / No.....

Submitted by:

Name _____ Member Status: _____

Address _____

Telephone (h) _____ Telephone (w) _____ Cell _____

Email _____ Fax _____

PSASA Home Chapter _____ Paid Up Yes / No

Appendix 7 Proxy Form



PROXY Voting Form

I (Full Name).....

being a Fully Paid-up Member of the PSASA

Hereby appoint

(Full Name)

who is also a fully paid up member of the PSASA as my Proxy to Vote in all matters requiring a vote at the Chapter / National AGM.

I confirm that this is an Open Proxy that will allow my proxy as he / she feels

fit OR

I confirm that this is a Closed Proxy and require my proxy to vote as follows (Details of instructions here)

Signed atthisday of..... 20.....

Signature:.....

Appendix 8 Claim Form

PSASA Expense Claim Form



Claimant details

Name:

Position held:

Chapter:

Banking details

Bank:

Branch Name: IBT #

Account Name:

Account Number:

Expense Account	Details of the expense(s) incurred	Amount	
Total			

Note:

Complete and sign the claim form.
 Please attach invoices, receipts or other documentation that serves as proof of the expense(s) incurred.
 The President or Treasurer must approve all claims.

Claimant

Administrator

Treasurer

Date

Date

Date

Appendix 9 Members Certificate



PROFESSIONAL
S P E A K E R S
A S S O C I A T I O N
O F S O U T H E R N A F R I C A

Membership Certificate

This certificate is awarded to

Alex Granger

In recognition as a

Member

of the

Professional Speakers Association of Southern Africa

1 November 2014



Roger Knowles
National President
2014 - 2015

Appendix 10

Candidate Members Certificate – No longer in use

Appendix11 Associate Certificate



PROFESSIONAL
S P E A K E R S
A S S O C I A T I O N
O F S O U T H E R N A F R I C A

Certificate

This certificate is awarded to

David A Schaller

In recognition as an

Associate

of the

Professional Speakers Association of Southern Africa

18 March 2015



Roger Knowles
National President
2014 - 2015

Appendix12 Service Certificates



PROFESSIONAL
S P E A K E R S
ASSOCIATION
OF SOUTHERN AFRICA



Service Certificate

This certificate is awarded to

Jacques de Villiers

In recognition as

National President 2013/14

of the

Professional Speakers Association of Southern Africa



**Adolph Kaestner
Immediate Past President
2013 - 2014**

Appendix 13 Renewal Letter – Professional Members



To
The Administration Officer PSASA

Date

Membership Renewal

I, _____ am currently a member of the Professional Speakers Association of Southern Africa.

In order to renew my membership, I confirm that I still meet the requirements for membership which are that:

1. I earn a major portion of my income from at least 25 fee-paid engagements in the last 12 months,

OR

2. I earned a minimum of R250 000.00 or equivalent currency speaking income during the past 12 months.

I further Confirm that I have achieved either one of the above for at least 3 of the past 5 years.

In support of my renewal application i submit the following documentation. 1

– Schedule of Speeches (Appendix 3)

2 – Letter/Statement from my Auditors

3- Letter from my Employers (Appendix 4)

Signed: _____

Name: _____

Date: _____

Appendix 14

Renewal/Upgrade Letter Associates – No longer applicable

Dear

Associate Upgrade Requirements

To upgrade to a Member, you need to comply with the following criteria:

- Earn a major portion of your income from at least 25 fee-paid engagements per annum.
or
- Earned a minimum of R250 000.00 or equivalent currency speaking income during the 12 months preceding the application or upgrade.

Please therefore confirm that you now qualify for upgrading to member status and provide the necessary documentary evidence thereof as outlined in the attached schedule or letter from your bookkeeper/accountant or Company whichever is applicable. (Appendix 3 and 4)

Please confirm what your position is by return mail so that we can attend to the upgrade as soon as possible.

Kind regards

PSASA Administrator

Appendix 15 Member Benefit Schedule

 Benefit Schedule Appendix 15	Member	Associate
Indicates that membership level allows benefit		
<i>See attached for explanation of each benefit</i>		
1. Access to all chapter meetings	✓	✓
2. Access to PSASA National Convention at member rates	✓	✓
3. Access to International Conventions at member rates	✓	✓
4. Access to all PSASA SIGs (Special Interest Groups) (virtual or physical)	✓	✓
5. PSASA website International – e-Speakers listing and Search Engine	✓	
6. PSASA website listing (Local Listing only)	✓	
7. Member of GSF (Global Speakers Federation) – includes profile listing on GSF website	✓	
8. Articles to be listed on PSASA website with direct link to member website	✓	
9. Opportunity to apply for CSP (Certified Speaking Professional) or CSP Fellow recognition.	✓	
10. Participate in chapter showcases	✓	
11. Access to PSASA Resource Library on web site	✓	
12. Use of PSASA logo and name as a member	✓	
13. Link to Speaker Magazine and VOE	✓	✓
14. Opportunity to serve on PSASA leadership and be eligible for association awards	✓	

Appendix 16 PSASA Membership Administrator– Functions and Duties

Membership

- Managing total process of new member:-
 - Receive applications,
 - first reply to applicant
 - following up supporting documentation
 - verification of details on schedules of speakers (min 20% spot check)
 - Discuss application with sponsor
 - Submit to Presidents Council and Chapter Board for ratification (members only)
 - Confirmation to member and sponsor
 - e-mail system
- Send details to eSpeakers
- Creating Member's Profile on Web Site
- Sending new member details to President and chapter president
- Compile and send Welcome Letter to all new and upgrade etc. members
- Handling resignations etc.
- Membership Certificate creation and dispatch
- Membership Pins Control and Dispatch
- Handle Downgrades and accompanying letter
- Follow up Reconfirmation of all Professional Members every 5 years and Status changes etc.
- Maintain database of all anniversary dates and change of status dates for all members
- Re-Issue Certificates to members on renewal dates

PSASA WEB MASTER with Business Manager– Functions and Duties

PSASA e-Channel Management

- The Web Master acts as Web Champion and Moderator for all the PSASA e- Channels sanctioned by the **Executive** Council
- This requires daily monitoring of all activities on the different web platforms the PSASA is represented on
- The webmaster must check that all content shared relating to PSASA is in PSASA's best interests and where it is not appropriate.
- **e- Channel Monthly Report-** Prepare an e-Channel Report for the President's Council on a monthly basis showing all activity on all PSASA e-channels (e.g. Visitors, Hits, Page View, Contact Forms submitted etc.).

PSASA Website

- Liaising with Web Developers regarding changes to website
- Liaising with the ISP as and when required
- Managing all official PSASSA Content on the web site
- Ensuring that all links on the site are spot checked on a monthly basis and are in working correct

- Ensuring that all page content is correct and up to date and checked at least quarterly
- Uploading of member details to website
- Uploading changes to Members details on web site as they occur
- Ensuring that all Members profiles are complete and reflect favourably on the PSASA Image
- Uploading all event information to the Main website and the Events site
- Updating National and Chapter Committee details and links on the appropriate pages
- Updating the Awards and Hall of Fame pages on the site
- Managing and Uploading all Newsletters and News Releases on the web site
- Handling all online membership applications
- Handling all feedback forms
- Handling all site-Link requests
- Manage and test any changes made to the web site
- Managing all Surveys to members off the web site

PSASA – Events Site

- All functions as for the main PSASA web site above and
- Load all events for all chapters and National onto the events site as soon as Information is available
- Monitor all Bookings and Payments
- Follow up on all non-payments
- Keep the Event Organiser informed of all bookings etc.
- Manage all delegates attendance figures and provide a monthly and annual report to Presidents Council and AGM
- Ensure all non-member attendees details are included in national newsletter database

PSASA – Blog

- Monitor all entries on a daily basis and eliminate those offensive to the PSASA
- Blog all News Items of the PSASA as they occur
- Reply to messages where applicable
- Pass on messages as applicable

PSASA – Facebook

- Monitor all entries on a daily basis and eliminate those offensive to the PSASA
- Log all News Items of the PSASA as they occur
- Reply to messages where applicable
- Pass on messages as applicable

PSASA – Linked In

- Monitor all entries on a daily basis and eliminate those offensive to the PSASA
- Load all News Items of the PSASA as they occur
- Reply to messages where applicable
- Pass on messages as applicable

PSASA – You Tube

- Monitor all entries on a daily basis and eliminate those offensive to the PSASA
- Load all News Items of the PSASA as they occur
- Reply to messages where applicable
- Pass on messages as applicable

PSASA – Slide Share

- Monitor all entries on a daily basis and eliminate those offensive to the PSASA
- Load all Slide presentations at meetings of the PSASA as they occur
- Reply to messages where applicable
- Pass on messages as applicable

PSASA – Twitter

- Monitor all entries on a daily basis and eliminate those offensive to the PSASA
- Blog all News Items of the PSASA as they occur
- Send appropriate tweets to followers – e.g. meetings, events, tips, etc.

PSASA Brand Management

- The Administrator must ensure that the PSASA Brand and Logo is used only by those members (members only, not associates) who are authorised to do so.
- When a Member resigns or leave the PSASA the Administrator must ensure that they are not utilising the PSASA Logos or name incorrectly on their web sites/ materials etc.
- The Administrator must monitor “via Google Ad Words” tracking – all references to the PSASA online and ensure that such usage is in line with PSASA Policies and Procedures.
- Ensure all branding is i.t.o. policy and procedures.

PSASA Events Manager with Business Manager– Functions and Duties

PSASA Events Management

- Compile invites for all 4 chapter events monthly (to be added to website as a blog and to be added to social media sites in terms of links back to the PSASA website)
- Compile invites for all other, fundraiser and Workshop events.
- Send invites out a few times from e-mail system and upload info to website.
- Send out SMS messages for meetings and events and reminders
- Keep track of bookings for all events and supply chapters with the information.
- Sending out invoices to people who didn't attend events but RSVP'd.

Business Manager– Functions and Duties

PSASA Awards

- Manage the awards process annually – Notices, Forms, Web Pages, Voting replies etc.
- Ensure Trophies and Certificated done and available and engraved

- Prepare any Special Citation Certificates if applicable
- Post news releases on Web site
- Update all PSASA e-Channels with the news
- Include in these notices all CSP Qualifiers as well.

PSASA Member Enquiries

- Answer all phone calls to the PSASA and handle all queries.
- These calls do not fit into normal working hours and speakers generally are speaking then.
- Phone calls are handled on weekends and at night at times.
- Answer all e-mails from members as and when they occur.
- Take all calls and pass on to appropriate chapters
- Pass on all speaker leads to Chapter Presidents or Deputy Presidents or both.

PSASA Representation

- Attend and assist at all PSASA events in vicinity of residence whenever possible.

Report Backs

- Monthly report backs via e-mail to President regarding membership, finances etc.
- Face to face /Skype / Telephonic meetings Monthly with President

Council Meetings and AGM

- Arrange and send out notices for all these meetings
- Attend all National Council meetings
- Attend all Annual Convention committee meetings
- Attend AGM
- Liaise with members of both council/board and committee for meeting dates, venues, agenda and minutes
- Compile Agendas for both these meetings
- Compile Minutes for both these meetings (24 hours)
- Send notices, past minutes, resolutions and Proxies as required for the meetings
- Arrange venues and all arrangements for the meetings.

Annual Convention

- Attend meetings as above
- Liaise with event Committee
- Manage all bookings
- Manage all payments
- Liaise with international guests regarding travel etc.
- Manage the website bookings and Event information
- Involved from start to finish regarding programme, delegate gifts, catering etc.
- Manage the reception Desk, Name tags, Payments at the Convention
- Manage Exhibitors tables, stands etc.

Correspondence

- Manage all correspondence to members and database.
- All to have the same look and feel and to be proofed by another person beforehand.
- PSASA – e-Mail Contact Management System
- Maintain full Database of all members emails by
- Chapter,
- By Status (i.e. Members, Associates)
- By Board and Council
- By Non – members on mailing list (preferably by chapter)
- Manage all bounces and update after every send
- Manage all unsubscribed names
- Send all mails to appropriate lists and manage and report on the stats of each campaign

PSASA - SMS – Contact Management System

- Maintain full Database of all members Cell Phones for SMS"s by
- Chapter,
- By Status (i.e. Members, Associates)
- By Board and Council
- By Non – members on mailing list (preferably by chapter)
- Manage all bounces and update as required
- Manage all unsubscribed names
- Send all SMS"s to appropriate lists and manage and report on the stats of each campaign

Newsletters

- Compile PSASA monthly newsletter and distribute.
- This is done with the help of the editor who collects the articles and proofs them.
- Load Newsletter onto web site
- Compile and send Local Chapter Newsletter as we and when compiled by the chapters
- General
 - Additional Functions as may be required from the association from time to time

Appendix 16 A

Financial Administrator at Administrator Company, Functions and Duties

Financial Accounts/Bookkeeping

- Issue invoices for all membership fees and events.
- Record payments (preferably EFT"s)
- Manage cash and cheque payments
- Prepare events P & L statements and report any losses to treasurer / President
- Send member Statements
- Make payments to all suppliers online – Dual control and authorisation of all payments to be observed at all times
- Reconcile the monthly debit order batch and record all payments and reversals.
- Contact people whose payments bounce.
- Manage Defaulters and remove/drop i.t.o. policy
- Constant feedback regarding finances to the Treasurer
- Do a monthly Creditors Aged analysis for Treasurer and President
- Do a monthly Debtors Aged analysis for Treasurer and President
- Manage all payments for events and reconcile event accounts
- Monthly Bank Reconciliations
- Bank all cash and cheques as received (NB set of cash where possible to save cash deposit fees)
- Ensure all Customer accounts are correct
- Send financial reports to Treasurer and President monthly.
- Maintain separate ledgers/ accounts for Events, Chapters etc and report on these monthly
- Prepare books for Audit.
- Handle the annual audit with the help of the treasurer.
- Manage all Claims and disbursements – Under Dual Control with treasurer
- Assist with the annual budgeting process
- Manage expenditure against Budget
- Create, Maintain and Manage the PSASA Asset register
- Maintain Loan Accounts and Repayments
- Prepare an event income and expenditure statement after the event and report all loss-making events to President and Treasurer.

NY - NSA

- Liaise with New York to ensure all members are up to date and paid.

Appendix17

Special Merit Certificate - Not in Use

Appendix18 PSASA National Convention Roster

Year	Chapter	Convenor	Venue	Theme	Number of Delegates
2006	Johannesburg	Paul Du Toit	Mt Grace Magaliesburg	From Good to Great	91
2007	Johannesburg	Paul Du Toit	Sandton Holiday Inn	Speaking: From Passion to Profit	81
2008	Durban	Richard Mulvey	Sibaya Casino KZN	Going Global	79
2009	Cape Town	Richard Mulvey	Cape Sun Hotel	Combined with GSS – Global Speakers Summit	125
2010	Pretoria	Mark Manley	Emperors Palace	The Game of Life and How to Play it!	87
2011	Cape Town	Wolfgang Riebe	Spier Estate Stellenbosch	I Speak therefore I Earn	93
2012	Durban	Claire Newton	Elangeni Hotel Durban	Vocal is Lekker	52 + day visitors
2013	Johannesburg	Jacques De Villiers	Misty Hills Hotel – Jhb.	The Professional Speakers Toolkit	63 + day visitors
2014	Gauteng	Julie Filmer	Sunnyside Park - Jhb	Walk Your Talk	64
2015	Cape Town	Charlotte Kemp	Protea Breakwater	Break Out	60
2016	Gauteng	Richard Mulvey	Zebra Lodge	Did we have a Theme?	54
2017	Cape Town	Bronwyn Hesketh	Lagoon Beach Hotel		
2018	Gauteng	Richard Mulvey	Indaba Hotel	Accelerate your Speaking Career	51
2019	Gauteng				
2020	Cape Town				
	Durban				

	Gauteng				
	Cape Town				
	Gauteng				
	Durban				
	Gauteng				
	Cape Town				
	Gauteng				
	Durban				
	Gauteng				
	Cape Town				
	Gauteng				
	Durban				
	Gauteng				
	Cape Town				

Appendix19 PSASA Membership Fee Roster

Fees Per Month /Annum – Inclusive of VAT till Feb 2012 – thereafter No Vat applicable

Effective Date	Joining Fee *	Member	Candidate	Associate	Business Part	Staff
2005	R350 + R0	R295	R100	R171	R210	R 60
2006	R350 + R0	R295	R100	R240	R 210	R 60
2007	R350 +R0	R295	R100	R240	R 210	R 60
2008	R350 +R0	R295	R100	R240	R 210	R 60
2009	R350 +R0	R295	R100	R240	R 210	R 60
2010	R350 +R0	R295	R100	R240	R 210	R 60
Oct 2011	R450	R350	R250	R250	N/A	N/A
June 2012 (Per Annum fees only)	R450	R4,200	R3,000	R3,000	N/A	N/A
April 2014	R450	4,536	R3,240	R3,240	N/A	N/A
2015	R450	R4158	N/A	R2,970	N/A	N/A
2016	R450					
2017	R450					
2018	R450	R3120		R2220		

*From 2005 to Oct 2011 there was a R0.00 Joining fee for Candidate Members

* From June 2012 the fees became annual or Semi-Annual fees only – Monthly fees were stopped.

* Debit order payers pay an additional admin fee to cover bank charges

Appendix20 – National Portfolios – Functions and Duties

National Portfolios and Responsibilities

General Guidelines – to be agreed by new Council at the beginning of each year based on Skills sets and PSASA Needs.

1) National President

- Overall responsibility for the PSASA
- Official Representations,
- Recognition and Reward of Members and
- International Liaisons.

Specific responsibilities include:

- To Build and Maintain a Cohesive and Effective team
 - Recognition and Reward Member Achievements
 - Preside at all Meetings
 - National AGM and Special Meetings
 - Preside at National Board Meetings
 - Perform National Council Duties Allocated
 - Assist Council and Chapter Board members when required
 - Branding and Brand Value of the PSASA
 - Visibility / Flag Flying
 - Representation and Liaisons
 - National Board/Council
 - Local Chapters
 - International
 - Allied Associations (e.g. COMENSA, IASB SA, Events Planners SAACCI, UPSASA, MPI –SA, etc)
 - Chambers of Commerce
 - Industry Bodies
 - Networking
 - National Community Service Projects
 - International GSF and GSF member liaisons and relationships
-

2) Deputy President

- 2nd In Charge of PSASA and Presidents Back up at all times
- Understudy to National President and attends Camp NSA as part of training for Presidency

Specific responsibilities include:

- Generally, takes responsibility for the National Convention and its committee
 - Whatever other portfolios below are allocated to this position
-

Note: The Following Portfolios are agreed and allocated to the National Presidents Council Members at the first strategic planning meeting of the year.

In the event that there are not enough members of the Council to manage these portfolios then the Presidents council may find and second other members in the PSASA to take on these duties but not as Councillors.

3) Education and Member Development

- Overall responsibility for Member Development as Speakers and Speakers Business Growth
 - NB - Usually Combined with the APS Portfolio as well
 - Maintains Close Liaisons with Convention committee w.r.t Educational Content
 - Member Educational / Business Needs and Wants Analysis
 - General Education Programmes
 - GFS – Core Competencies
 - Guest and International Speakers
 - External Education – e.g. Product Demos etc /Politicians/ Industry Speakers / Buyers
 - Mentoring Programme
 - Mastermind Groups
 - Boot camps
-

4) Membership Retention and Growth

- Overall responsibility for Membership Retention, Growth and CRM
 - Membership Growth – New Member application Approval Process
 - Membership Upgrade and Downgrading in Status
 - Upgrading of Candidates to Professional Members management assistance
 - Membership Certificates etc.
 - Membership Retention and Recovery
 - Members Needs Analysis
 - Member Value Adds Development (supplier deals etc.)
 - Members Benefit Brochure and Schedule – Create and Update
 - Member Involvement and Absenteeism Management
 - New Member Orientation (Certificates / Pins / Brochure)
 - Meet the Members segment at all Chapter Meetings
-

5) Marketing, PR and Communications

- National PR for PSASA
- National Marketing for PSASA
- Internal Communications PSASA
 - PSASA Newsletter
 - Chapter Newsletters
 - All internal announcements
- External Communications
 - Local and National Newspapers – What’s on and Articles (Caxton news, The Star

- etc.)
 - Associate Organisation Magazines /Newsletter articles – e.g. Meetings SA / Events
 - Clients/Companies/Organisations
 - National Organisations –e.g. Chambers of Commerce News
 - PSASA Share call - Tel No and Fax service – Telephone Directory
 - Newspapers and Magazines
 - PSASA Press Releases
 - PSASA Blogs
 - PSASA Podcasts
 - PSASA Twitter
 - PSASA Linked In activity
 - PSASA Facebook Activity
 - Photos at Events
-

6) Business Manager

- Note - This function forms part of the PSASA Business Manager Functions and Duties – see Appendix 16
 - Minutes and Correspondence
 - Member records / database
 - Meeting Admin – Agendas, Venues, Minutes
 - Notices
 - PSASA Archives
 - All Official Documentation and Contracts
-

7) Treasurer / Finance

- Overall responsibility for the management of the PSASA’s Finances
 - Note – The treasurer manages the financial functions performed by the PSASA Accountant at VdW– see Appendix 16
 - To Drive the PSASA Annual Budgeting process and ensure that a budget by portfolio, by chapter and overall national expenditure is completed and agreed.
 - To ensure that expenditure is in line with budget on a monthly and annual basis
 - To agree allocations of National Funds and Chapter Funds and manage these.
 - To manage all variances and ensure that the PSASDA is on track with its finances at all times
 - To review the Membership Fees on an annual basis to ensure that they are in line with the needs of the organisation’s needs.
 - To recommend changes to fees in line with Inflation and other needs if applicable.
 - To advise members how their fees are utilised by the PSASA and so maintain transparency.
 - Fundraising – To assist where possible and manage the books of all fundraising activities of the PSASA

- To audit all sub accounting systems within the PSASA e.g. the National Convention Accounts.
- Bank Account Management
- Cash Flow Management
- Liaise with Accountant, Auditors as and when needed
- Debtors and Creditors
- Bad debt management and approvals
- Approval of all expenditure except when done by others in line with standard practices
- Ensure Dual Control of all income and expenditure is maintained at all times
- Ensure proper Control of Assets and Asset register of the PSASA (Data Projectors/camera/mikes etc.)

8) Immediate Past President

- To act as an advisor and sounding board for the president and any member of the committee as and when required/requested
- To Chair the Nominations and Awards Committee and to action these processes
- To take on such responsibilities as may be delegated and agreed to by the president and committee from time to time
- To oversee the proposals and amendments to the constitution, bye laws and policies and procedures and to update the chapters policy manual with all duly accepted motions to do so.
- To update the Constitution and PnP Manual.

9) PSASA National Convention

- Develop a world class programmes that provide to the on-going development of the Members and Delegates Attending
- Manage the Finances and accounts associated with the convention including the Budget, Logistics, Venues, Material, equipment, etc. and ensure that the Convention Runs at least at Break Even or better financially.

10) PSASA e-Channels

- Note -This portfolio is often referred to as the Webmaster as well
- Note – The incumbent should be well versed in Web technologies and strategies
- Develop and Maintain all the e-channels as set out in this manual so as to ensure that the PSASA has the best possible Profiles on the web
- Ensure that the e-Channels and developed in such a way as to maximise SEO and exposure for the PSASA and its members in the Online world.
- Ensure that the PSASA Administrator carries out all the maintenance functions as set out in that duties list (Appendix #)

Appendix 21 – Chapter Portfolios – Functions and Duties

Chapter Committee Portfolios and Responsibilities

General Guideline for portfolios – can be amended to suit the chapters needs at their first board meeting of the year

Chapter President

Overall responsibility for the Chapter, Official Representations, Recognition and Reward of Members and Speaker Liaisons.

Specific responsibilities include:

- To Build and Maintain a Cohesive and Effective team
 - Recognition and Reward Member Achievements e.g.
 - Attendance
 - Speaker of year
 - New Members
 - Member business achievements
 - Sponsors/Benefactors
 - Etc.
 - Preside at Chapter Meetings
 - Chapter AGM
 - Attend National Board Meetings
 - Perform National Council Duties Allocated
 - Assist committee members when required
 - Branding and Brand Value of the chapter
 - Visibility / Flag Flying
 - Representation and Liaisons
 - National Board/Council
 - Local Chapters
 - International
 - Allied Associations (e.g. COMENSA, IASB SA, Events Planners SAACCI, UPSASA, MPI – SA, etc)
 - Chambers of Commerce
 - Industry Bodies
 - Networking
 - Chapter Community Service Projects
-

Deputy President

Overall responsibility for Member Development as Speakers and Speakers Business Growth through Education and Meetings

- Member Educational / Business Needs and Wants Analysis

- General Education Programmes
 - GFS – Core Competencies
 - Guest Speakers
 - External Education – e.g. Product Demos etc. /Politicians/ Industry Speakers / Buyers
 - Monthly Meetings
 - Special Events – **with Co-ordinators**
 - Technical Workshop
 - Showcases
 - Breakfasts
 - Overseas visitor ad hoc meetings/presentations/education
 - Mentoring Programme – **With Co-ordinators**
 - Boot camps - **With Co-ordinators**
 - Events Management – **with Co-ordinator**
 - Venue Management – **with Co-ordinator**
 - Local Meeting Event Notifications and Reminders and SMS"s
 - National Meeting events notice via National Administrator.
-

Director Membership

Overall responsibility for Membership Retention, Growth and CRM

NB – Done in Conjunction with Co-ordinator for these functions as well

- Membership Retention
 - Membership Growth
 - Membership Recovery
 - Members Needs Analysis
 - Member Value Adds Development (supplier deals etc)
 - Members Benefit Brochure – Create and Update
 - Member Involvement and Absenteeism Management
 - New Member Orientation (Certificates / Pins / Brochure)
 - Meet the Members segment at all Chapter Meetings
 - Upgrade in membership Status – New Certificates etc.
 - Upgrading of Candidates to Professional Members management assistance
-

Marketing, PR and Communications

- Internal Communications PSASA
 - Newspapers and Magazines – What’s on and Articles
 - Local JHB Member Newsletter –e.g. Meeting Minutes after all meetings
 - National PSASA Newsletter Articles
 - JHB Chapter Blogs
 - JHB Chapter Podcasts
 - Jhb Meeting Summary article to all Jhb members after each event
 - Jhb Events News

- External Communications
 - Local Newspapers – What’s on and Articles (Caxton news, The Star etc.)
 - Associate Organisation Magazines /Newsletter articles – e.g. Meetings SA / Events
 - Local JHB Clients/Companies/Organisations
 - Jhb Corporate News – Chambers of Commerce News
 - JHB Skype
 - Jhb Chapter Tel No and Fax service – Telephone Directory
 - JHB Chapter Social Network Groups (Linked In etc)
 - PSASA Web Site Enhancement and Usage
 - SEO for site and Members Pages
 - Assistance for members with their pages/portfolio (at a fee)
- Photos at Events

Secretary / Admin

- Minutes and Correspondence
- Member records / database
- Web site updates
- Meeting Admin – name tags, registers, etc.
- Guest Speaker Gifts/Certificates.
- Notices

Treasurer / Finance

- To determine how Members Joining Fees and Monthly Subs are used and agree this with the National Treasurer
- To agree allocations of National Funds and Chapter Funds and manage these.
- Work with Membership in sorting out Fees / Fee allocation and Eliminate Cross Subsidisation of members paying lower fees etc.
- Jhb Chapter Budgets
- Fundraising
 - E.g. – Breakfasts, Showcases, Boot camps etc.
- Bank Account Management
- Cash Flow Management
- Liaising with National Treasurer
- Debtors and Creditors
- Control Assets and Asset register of the chapter (Data Projectors/camera/mikes etc.)
- Meetings Fees and Petty Cash

Immediate Past President

- To act as an advisor and sounding board for the president and any member of the committee as and when required/requested
- To Chair the Nominations and Awards Committee and to action these processes
- To take on such responsibilities as may be delegated and agreed to by the president and committee from time to time
- To oversee the proposals and amendments to the constitution, bye laws and policies and

procedures and to update the chapters policy manual with all duly accepted motions to do so.

Mentoring Programme –Coordinators

- Identify Mentors – Willing vs. Allocated
 - Identify Mentees
 - Manage Matching of Mentors and Mentees
 - Train Mentors and Mentees on how to be one and how to use programmes
 - Manage On-going relationships
 - Set up Group Mentoring Programmes
 - Set up One-On-One and or Functional programmes as required by needs
 - Recognition and Reward for excellence in the programmes
-

Venue and Special Events Co-ordinator

- All Venue Management & Bookings
 - Caterers Management
 - Equipment Management
 - Seating Plans
 - Speaker Needs
 - Custodian of Jhb Chapter Venue Assets (Banners/ Data Projectors /Sound Systems Etc.)
 - All Special Events Venue Management
 - Breakfasts
 - Showcases
 - International Visitors Ad Hoc Meetings
 - Year End Function
-

Appendix 22 – Sample Monthly Finance Report



Financial Statements

Revenue Statement year to date February 2018

We confirm that the values reflected are in agreement with the bank records at our disposal.

JEAN VENTER – VdW&Co

Professional Accountant SA Pr:3348

	Last Year	March	April	May	June	July	August	September	October	November	December	January	February	YTD	Budget
Revenue															
Event Revenue	278,933	109,892	10,115	12,550	8,390	6,756	7,780	4,100	24,177	5,034	1,600	2,965	3,163	196,521	0
Interest Received	6,728	1,430	1,486	1,509	1,693	1,651	1,652	1,458	1,243	1,271	1,163	1,095	1,025	16,676	0
Membership Dues	343,664	38,647	63,136	48,976	28,193	15,874	9,615	17,430	14,052	5,362	2,384	4,029	5,637	253,334	0
Unallocated	30,272	250	0	0	0	215	652	554	0	65	0	220	0	1,957	0
Total Revenue	659,598	150,219	74,736	63,035	38,275	24,495	19,699	23,543	39,472	11,732	5,148	8,309	9,825	468,488	0
Audit Fees	(7,000)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bank Charges	(6,041)	(215)	(339)	(228)	(258)	(450)	(228)	(374)	(444)	(228)	(678)	(228)	(228)	(3,898)	0
Chapter Costs	(118,406)	(12,419)	(8,618)	(9,408)	(13,198)	(13,439)	(14,847)	(10,191)	(16,922)	(27,406)	(6,777)	(9,195)	(15,963)	(158,383)	0
Conference Costs	(324,793)	(74,517)	(15,730)	0	(5,445)	0	0	0	0	0	0	(8,550)	(6,603)	(110,844)	0
Courier & Postage	(1,957)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance	(2,841)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Internet & Email Levies (GSF Fees)	(9,526)	(228)	(352)	(365)	(436)	(715)	(397)	(752)	(1,187)	(932)	0	(1,136)	(1,631)	(8,131)	0
	(33,593)	0	(1,573)	0	0	(4,022)	(1,330)	0	0	0	0	0	0	(6,925)	0
Marketing	(2,800)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Costs	0	0	0	0	0	0	0	(18,000)	0	0	0	0	(5,000)	(23,000)	0
Printing & Stationery	0	0	0	0	0	0	(12)	0	0	0	0	0	0	(12)	0
Salaries	(102,821)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Secretariat	(107,191)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(136,800)	0
Travel Costs	(3,695)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenses	(720,663)	(98,778)	(38,012)	(21,401)	(30,737)	(30,026)	(28,214)	(40,717)	(29,954)	(39,966)	(18,855)	(30,509)	(40,825)	(447,995)	0
Surplus/Loss	(61,066)	51,440	36,725	41,634	7,538	(5,531)	(8,515)	(17,175)	9,518	(28,234)	(13,708)	(22,200)	(31,000)	20,493	0
Surplus B/F Retained	290,200	229,134	280,574	317,299	358,933	366,471	360,940	352,426	335,251	344,769	316,536	302,828	280,628	229,134	(8,136)
Surplus	229,134	280,574	317,299	358,933	366,471	360,940	352,426	335,251	344,769	316,536	302,828	280,628	249,628	249,628	(8,136)

Assets and liabilities at February 2018

		Last Year	March	April	May	June	July	August	September	October	November	December	January	February	Budget
Assets	Bank Balance 1	317,047	284,895	314,620	356,254	363,792	358,261	295,967	278,792	288,310	260,077	246,369	228,619	172,095	0
	Bank Balance 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Debtors	2,367	1,940	1,940	1,940	1,940	1,940	55,720	55,720	55,720	55,720	55,720	55,720	89,143	0
	Petty Cash and Netcash	737	737	737	737	737	737	737	737	737	737	737	737	737	0
	Total Assets	320,151	287,572	317,297	358,931	366,469	360,938	352,424	335,249	344,767	316,534	302,826	285,076	261,976	0
Liabilities	Creditors	(91,019)	(7,000)	0	0	0	0	0	0	0	0	0	(4,450)	(12,350)	0
	Total Liabilities	(91,019)	(7,000)	0	(4,450)	(12,350)	0								
Grand Total		229,132	280,572	317,297	358,931	366,469	360,938	352,424	335,249	344,767	316,534	302,826	280,626	249,625	0

Appendix 23 – Sample Monthly Administration Report



PSASA Monthly Admin Report

Prepared by: _____

1. Membership Management

New Members and Resignations

Chapter	Cape	Johannesburg	KZN	Pretoria	Total
New	0	1	1		2
Resigned	0	1	1		2
Dropped	0	1	0		1

New Members	Status	Comments
Cape		
Johannesburg		
KZN		
Pretoria		

Resignations	
Cape	
Name	

Status	
Reason	
Johannesburg	
Name	
Status	
Reason	
KZN	
Name	
Status	
Reason	
Pretoria	
Name	
Status	
Reason	

Dropped Members	Name	Status
Cape		
Johannesburg		
KZN		
Pretoria		

Membership Applications					
	Cape	Johannesburg	KZN	Pretoria	Total

Approved	0	2	1	3
Declined	0	0	0	0
Incomplete	0	0	0	0
Pending	0	1	1	2

Membership Upgrades/Downgrades				
	Cape	Johannesburg	KZN	Pretoria
Upgrades			0	
Name of member				
Status change				
Downgrades	0	0	0	

Membership Summary by chapter/status				
	Cape	Johannesburg	KZN	Pretoria
Associate				
Candidate				
Professional				
Total per chapter				
Total PSASA members				

Membership recognition/care	Cape	Johannesburg	KZN	Pretoria
Birthdays				
CSP				
Other				
Comments				

Birthdays for following month		
Name	Date	Chapter

Chapter Meeting Attendance		
	Number	% based on chapter numbers
Cape members		
Cape guests		
Total		
Johannesburg members		
Johannesburg guests		
Total		
KZN members		
KZN guests		
Total		
Pretoria members		
Pretoria guests		
Total		

Member communications					
	Cape	Johannesburg	KZN	Pretoria	National
Newsletters	0	0	0		0
SMSs	3	1	1		1
Chapter Events	4	3	4		5
<i>% of mails being opened monthly</i>					

International Liaisons	
None recorded other than convention contact	

E-speakers Stats		
	Number	%
Total members with profiles		
With upgraded accounts		
With video		
With social media		
with profile photo		
Comments		

PSASA Website & Social Media	
Website	
Blog	
Facebook	
Twitter	
Youtube	
Slideshare	
Linked-In	
Flickr	
Comments	

Appendix 24

Founders Award Nominations Form – The nomination form is also made available online:
<http://psasouthernafrica.co.za/appendix-24-stef-du-plessis-founders-award-nomination/>



Nomination Form Stef Du Plessis Founders Award

I wish to have the nominating committee consider the following person for the Stef Du Plessis Founders Award: This is the highest honour bestowed on a member of the PSASA.

Award Criteria

1. Accomplishments (presenting, business & community)
2. Service to PSASA (national & chapter)
3. Service to members (generally and individually)
4. Contribution to the community (optional)
5. Consistent compliance with the PSASA code of ethics
6. Enjoy a reputable reputation as an upstanding member of the PSASA and be in good standing
7. Nominees must be a Professional PSASA Member of at least 3 years standing.
8. The Current National President is not eligible for this award.

Nominee information

Name & Surname _____ Professional Other

Telephone (h) _____ Telephone (w) _____ Cell _____

Email _____ Fax _____

Home Chapter _____ Other _____

Please motivate why you believe the nominated individual should be considered for the award.

Submitted by:

Name: _____ Member Status:.....

Telephone (h) _____ Telephone (w) _____ Cell _____

E:-mail _____ Fax _____

PSASA Home Chapter _____ Paid Up Yes / No _____

Closing Dates for Nominations: 31 January at 5pm. Send Completed Nominations to: chrisvem@gmail.com

Appendix 25

Hall of Fame Award Nominations Form – The nomination form is also made available online: <http://psasouthernafrica.co.za/appendix-25-psasa-hall-fame-award-nomination/>



Nomination For PSASA Hall of Fame Award

I wish to have the nominating committee consider the following person for the Stef Du Plessis Founders Award: This is the highest honour bestowed on a member of the PSASA.

Award Criteria

- Induction of an expert in to the Southern Africa Speaker Hall of Fame is a lifetime achievement award. It reflects outstanding success in the field of speaking, teaching, mentoring and/or consulting and reflects extraordinary acknowledgement, respect and admiration of the members of the PSASA as well as the entire speaking, and by default training industry.
- The following criteria are a requirement:
 - Must be a citizen of South Africa, Lesotho, Swaziland, Namibia, Botswana, Zimbabwe, Angola, Zambia, and Mozambique.
 - Must demonstrate the four E's - Expertise, Eloquence, Ethics, Enterprise in all business dealings and conduct
 - Must demonstrate an interest and contribution in developing and mentoring young talent in the SA speaking/coaching/training industry
 - Been active in the speaking/training industry for a minimum of 7 years
 - Derives more than 50% of income from events / speaking / coaching / training
 - Is seen as an icon in this country and an example to others
 - Displays excellent presentation performance and/or high adviser quality
 - Approachable (within reason)
 - Must display/demonstrate at least 6 of the following 8 professional characteristics:
 - overall professionalism, proven business acumen, presentable image, unique style,
 - effective communicator, successful products, marketing ingenuity, effective electronic presence

Nominee information

Name & Surname		<input type="checkbox"/> Professional <input type="checkbox"/> Other
Tel (h)	Tel (w)	Cell
Email	Fax	
Home Chapter	Other	

Please motivate why you believe the nominated individual should be considered for the award.

Submitted by:

Name: _____	Member Status:.....
Telephone (h) _____ Telephone (w) _____	Cell _____
E:-mail _____	Fax _____
PSASA Home Chapter _____	Paid Up Yes / No _____

Closing Dates for Nominations: 31 January at 5pm. Send Completed Nominations to: chrisvem@gmail.com

Appendix 26 Sample New Member Welcome Letter

24 March 2018

Dear George,

Welcome aboard!!

It is my pleasure to inform you that you have been approved as an Associate of the PSASA, with effect from 1 April 2018. I know that the Board Members join me in bidding you a very warm welcome to the PSASA.

You are in for a real treat and will meet so many fantastic and inspirational people through our monthly meetings, workshops and international conferences. The PSASA can truly change your life and career. However, it is up to you to make the most of your membership. If you get involved, attend our events and become part of the PSA family, I can guarantee that you will never look back.

Although we will keep you regularly informed of events, please make a point of regularly visiting our website and becoming actively involved in discussions and keeping up to date with latest news and happenings.

Please also send Roberta (roberta@vdw.co.za) a photo ASAP so it can be included in the next newsletter.

For your information, I have listed below, who the Board of Directors are, together with their respective portfolios, e-mail and website addresses:

Please feel free to contact any of the above with queries relevant to their portfolios.

Mostly, you will be dealing with our Administrator, Roberta Govender, who will handle all administrative issues. Naturally, I am also available to assist where I can, and you are welcome to contact me personally on my email: president@psasouthernafrica.co.za

So, once again, welcome aboard – it's great to have you with us!

Kind Regards

CSchultz

Carl Schultz

National President 2018/19

Chris Vermeulen

PSASA Business Manager

**2018/2019 PSASA
Executive Council**



Carl Schultz National President
carl@carlspeaks.com

National Deputy
President



Tlhonopo Modisane National
Treasurer
tmmodisane@gmail.com



Dr Barbara
Johnson
KZN Chapter
President

bj@leadershipdimensions.co.za



Gavin Novis
Johannesburg Chapter
President
agent2k@netactive.co.za



Lois Strachan
Cape
President
lois@loisstrachan.com



Chris Vermeulen Business
Manager
[chrismv@gmail.coms](mailto:chrismv@gmail.com)



Francois Muscat
Immediate Past President
francois@wsioms.co.za

PPAG
Representative

Appendix 27 Sample Resigned Member Confirmation Letter – NO Debt

Date

Dear.....

PSASA Membership Resignation – no Debt

We have received your resignation and this letter serves to notify you that your resignation will be effective at the end your one months' notice period.

We have enjoyed having you as part of the PSASA family and we are sad to see you leave.

Should you wish to re-join at a future date you will be required to apply as a new member and complete all the documentation and pay the new member initiation fees again. Should you however wish to have your membership reinstated within the next 6 months you may do so without having to pay the new member Initiation fee again

Please note that as a resigned member you are no longer allowed to use the PSASA name or logo in any way on any of your web sites, marketing material etc and all these references should be removed within the next 15 days. However, if you held office whilst in the PSASA – e.g. a Chapter President then you may make reference to that in your CV e.g. Past President of XXX Chapter of the PSASA

We wish you all the best in your future endeavours and we look forward to welcoming you back as part of the PSASA family when the time is right for you.

Warmest Regards

Chris Vermeulen
PSASA – Business Manager

Appendix 28 Sample Resigned Member Confirmation Letter – WITH Debt

Date

Dear.....

PSASA Membership Resignation with O/S debt.

We have received your resignation and this letter serves to notify you that your resignation will be effective at the end your one months' notice period.

We advise that you still have outstanding amounts owing to the PSASA and in terms of the PSASA Constitution you will remain liable for your outstanding debts even though you are no longer a member. The PSASA reserves the right to institute all possible means to recover the monies owed.

Should you wish to re-join at a future date you will be required to make good any outstanding debts owed to the PSASA and ensure that the Debit Order forms are completed. You would also need to commit to ensuring that there will be sufficient funds to meet your membership obligations in the future. In addition, you would need to apply as a new member and complete all the documentation and pay the new member initiation fees again new registration fee will be applicable. Should you however wish to have your membership reinstated within the next 6 months you may do so without having to pay the new member Initiation fee again

Please note that as a resigned member you are no longer allowed to use the PSASA name or logo in any way on any of your web sites, marketing material etc and all these references should be removed within the next 15 days.

We wish you all the best in your future endeavours and we look forward to welcoming you back as part of the PSASA family when the time is right for you.

Warmest Regards

Chris Vermeulen
PSASA – Business Manager

Appendix 29 Sample Defaulting Member Drop Letter – WITH Debt

Date

Dear.....

PSASA - Dropping of Membership Status

The Presidents Council regret to advise that, in terms of paragraph 14(4) of the association's constitution, your membership of the PSASA has been dropped due to your account being in arrears in excess of 30 days.

You have been sent both notices and arrear statements about this situation which has not been corrected.

In terms of the PSASA Constitution you will remain liable for your outstanding debts even though you are no longer a member. The PSASA reserves the right to institute all possible means to recover the monies owed.

Please note that as a dropped member you will forfeit all rights and privileges of membership. You are no longer allowed to use the PSASA name or logo in any way on any of your web sites, marketing material and all these references should be removed within the next 15 days.

Should you wish to have your membership reinstated you may do so in the next 6 months without having to pay the new member Initiation fee again. However, you will be required to make good any outstanding debts owed to the PSASA.

Please also note that the preferred payment methods for the PSASA are now semi-annually or annually only.

In the event that you apply for reinstatement of your membership after a period of 6 months from the date of this letter/e-mail you will also be required to reconfirm the qualifying criteria of Speeches or Income as per the new member application form.

We wish you all the best in your future endeavours and we look forward to welcoming you back as part of the PSASA family when the time is right for you.

Kind regards

Chris Vermeulen
PSASA – Business Manager

For and on behalf of the Presidents Council

Mobile: +27 082 897 2766

Date

Appendix 30

No Longer applicable as all Visitors/guests must pay to attend a meeting – No more freebies

Sample New Applicant Invitation to 1st Meeting Letter

Appendix 31 Nominations Committee Slate and Report

For:

Presidents Council or

Chapter Board / Executive Committee: Chapter

Date of Elections:.....

Names of nominees to be listed in Strict Alphabetical order by Surname:

No	Name of Nominee	Number of Nominations receives	Eligibility/ Suitability Confirmed	Willingness to Stand - Confirmed	Approved / Declined
1					
2					
3					
4					
5					
6					

NB- All nominations forms received to be attached to this report and in event of any Disqualifications – Full report to be attached to this report Nomination Committee Members:

No	Name	PSASA Chapter	Tel Number
1	Chair – President:		
2	Member 1		
3	Member 2		
4	Member 3		
5	Member 4		

Report Confirmed as accurate by Chairman:

Signature:	Date	
-------------------	-------------	--

Appendix 32 National Convention Guidelines

General Provisions

- The PSASA organises an annual national Convention for its members and all other interested parties.
- The purpose of the convention is to provide its members an opportunity to gain additional skills and knowledge to improve both their speaking and business skills.
- The Convention also allows members from the different chapters to meet and network with each other and visitors from other organisations and affiliated GSF members.
- The Conventions are run in April each year and cognisance must be taken when setting the date to tie in with all the other GSF affiliated conventions so as to avoid clashing diaries.
- Conventions are held in and around the PSASA Chapters and are allocated based on membership numbers – this means that there will be two conventions in Gauteng for every one convention in either Cape Town or Durban. – See Appendix 18 for Roster

Delegate Freebie Policy

- It is a standard GSF Practice that visiting Presidents from the GSF and any GSF affiliated association is not charged a Convention Fee when they attend our conventions. (does not extend to accommodation and travel costs).
- The GSF President is afforded both Free Convention fees AND 2 Nights Free accommodation.
- The PSASA National President is also afforded free Convention Fees and up to 3 Nights“ Accommodation.
- The Convention Convenor is also afforded free convention (all sessions pre and post- convention) and up to 3 Nights“ Accommodation.
- All the above costs are budgeted for and form part of the Conventions budget and funded from convention income.
- The convention committee should always attempt to get the convention venue/hotel to sponsor at least the GSF Presidents, Convenor, GSF President and the Administrators accommodation as part of the convention deal.

Convention Speakers / Presenters

- It is a standard practice that all other speakers **pay** to attend the convention, however speakers will be afforded a special “Speakers Convention Rate” which is equal to the Early Bird convention fee.
- Only Members may present Keynotes and Breakaway sessions at the convention.
- All speakers / presenters must complete the standard speakers agreement (Appendix 33)
- Speakers should be invoiced for their convention fees when their speaking slots are confirmed and should pay for same within 14days of receipt of invoice / confirmation.
- The Convention Organisers must provide all speakers with a suitable gift but cognisance must be

taken of size and weight, and Type (e.g. Food) to accommodate international flight travel.

Organisation and Responsibilities

- The Overall responsibility for the convention falls in the Deputy National Presidents portfolio.
- The Deputy National President and the Local Chapter where the convention will be held (appendix 18) may appoint a local subcommittee to manage and arrange the convention and act as local hosts.
- The National President, having been to Camp NSA or NSA USA and GSF board and potentially other GSF conventions, is primarily responsible for sourcing the International Speakers for the convention. This is often also done in conjunction with members of the PPAG.
- The Other speakers are sourced primarily by the National President and the Deputy National President and Convention **Convener**

Finances

- The PSASA will allocate a "Loan amount" to the Conference Committee so that they can pay for Initial deposits and secure venues etc. This loan must however be paid back to the National Cooffers as soon as the Committee receives dues into its account.
- All Conventions must be entirely self-funded and organised in such a way as to ensure that it is run on a Break-even or profit basis. No reliance can be made on PSASA funds to substitute finances and bail out losses.
- The Convention committee must present a budget to the Presidents Council for approval and any deviations must be reported on a monthly basis. All documents and budgets etc should be shared on Google Docs thus allowing all to have access.
- Full Income and Expenditure statements with supporting documentation must be provided as part of the convention report no later than 3 weeks after the close of the convention.
- The national convention is promoted in the official PSASA Web and Social Media sites only and must NOT create its own separate web site or any other e-channel.
- It may also promote itself via all other means such as e-mail, mailshots, banners, local newspapers etc.
- As a general guideline the delegate costs should be as follows to cater for the freebies and other costs of convention.
 - Convention Booking made at one convention - One year ahead = R1,000 more than the Actual costs as negotiated with the Venue (excluding accommodation) (e.g. R 2,500) (Assuming actual fee per delegate is R1,500)
 - Full rate w.e.f 1 January to Convention Date =
 - Non-Members of the PSASA Full cots + R 1,000 (e.g. R 5,500)
 - Spouse/partner Fee – 80% of main delegate's fee.
 - Speakers Fee = the early bird fee.

Refunds

- Registered delegates may be substituted at any time prior to the event without incurring any additional fee. They notify us in writing by providing the substitute's name, position and contact details.
- Cancellations by or of Delegates – Cancellation / Refund Fees
- Cancellations must be made in writing and addressed to our conference organizer - and PSASA Business Manager. chrisvem@gmail.com
- A R100.00 handling fee will be charged where re-imburements must be made.
- For cancellations received 60 days or more before the event – NO (Zero) Cancellation Fee will be charged.
- For cancellations received between 60 and 30 days before the event, a cancellation fee of 25% will be charged.
- For cancellations received between 30 and 21 days before the event, a cancellation fee of 50% will be charged.
- For cancellations received Less than 14 days before the event the full fee is payable and no refunds will be made.

Donations and Sponsorships

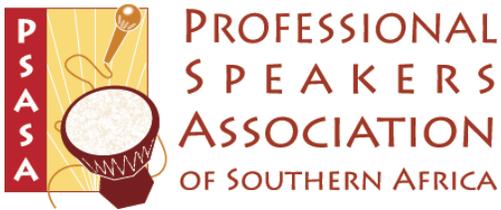
- **Donations** are when the giver gives us goodies for free (goodie bag items etc.) and or Cash
- **Sponsorships** are when the giver pays for something specific. e.g. pays for the programme, airport shuttles, teambuilding activity , banquet etc.

Benefits to Donors and Sponsors:-

- The opportunity to promote themselves / market themselves to the speaker industry.
- The opportunity to promote themselves / market themselves to business men and women. (There will be special delegate bags for the business people who buy tickets for the Friday afternoon business session).
- Donors and Sponsors will be able to Promote themselves as follows:-
- Include marketing blurb with their product. This can be done in one of three ways:
 - Tags / brochures / whatever, attached to, or inside of the product (which is then put in to each delegates bag). Company must give us the product with the tags etcetera already attached. We will not do this for them.
 - Brochures/ business cards / whatever, to pop into the bags separately from their product (i.e. not actually attached to the product but in each bag)
 - Brochures/ business cards / whatever to put on a table next to the Products Table (table where books, DVD etcetera will be sold). Delegates can then take the information if they wish.
 - They can choose maximum one of these 3 options – not all three.

- Have one of the MC's mention them specifically and thank them publicly for their specific product. They will only get an MC plug if the total value of more than R3,000.00. (e.g.100 products at R30.00).
- Have their logo shown on the slide screen which is shown during all comfort breaks during the convention. The company must provide us with their logo (all Sponsors and Donors)
- Have their name and logo on our website convention page to acknowledge their donation / sponsorship.(Value exceeds R 3,000)
- Have their name and logo on the PSASA Facebook page to acknowledge their donation / sponsorship.(Value exceeds R 3,000)
- Put their banner up in the foyer where we are holding the convention. Value to exceed R 5,000.

Appendix 33 PSASA Convention Speakers Agreement



Agreement

PSASA National Convention

Speakers / Presenters Agreement

(Must be completed by all speakers and presenters.)

All Convention presenters are required to complete this information so that we can:

- accurately describe and promote your presentation;
- arrange the facilities and audio-visual support you need;
- confirm that you agree and comply with the Convention presenter guidelines/agreement
- Re-confirm your presentation title.

Your Names:

Presentation Title:

(Please note this is the title to appear in the convention outline)

Audio-Visual

Each room will be equipped with microphone, LCD projector and screen, flip chart and pens.

Please bring your own laptop AND your presentation on a flash drive. We encourage you to meet with the other speakers sharing your room to plan how you will each transition to the next speaker. The full and final schedule showing time slots will be sent to you approximately 30 days before the event.

The A/V listed below will be in all rooms. Let us know what your needs are by checking the

appropriate boxes below:

Handheld Microphone*

Lavalier/Lapel Microphone*

Other: audio feed from my laptop

No A/V Required

VCR with Monitor

Initial I understand that I must pay for any changes in my A/V order after the order has been placed by the PSASA.

Room Set-Up Orders

Wheelchair Ramp

Lectern

Other:- Please State -

Presenter Guidelines

I understand and agree that as a PSASA National Convention presenter, I must:

_____ Confirm that I am a fully paid up Professional Member of the PSASA/GSF

_____ Register and pay to attend the meeting/convention within 14 days of my speaking slot being confirmed.

_____ Provide and distribute my own handouts

_____ Refrain from selling or promoting products during my presentation

_____ Not discuss fees or fee ranges during my presentation

_____ Honour PSASA Code of Professional Ethics

_____ Not receive speaking fees or expense reimbursement from the PSASA

Taping Release

_____ I authorize the PSASA to electronically record, in any form, my presentation.

I understand that electronic reproduction will be performed through PSASA official recording company only. I will make arrangements with the on-site recording company within one hour after my presentation if any editing is required.

I authorize PSASA to market, sell and promote the presentation, in any form, to PSASA members and non-members.

I understand I retain the right to use the electronic recording(s) for any purpose except for sale and marketing directly to PSASA members. PSASA retains the right to ownership of the master recordings. This taping release does not prohibit the presenter from retaining ownership of the content of the material recorded.

Pre-recorded Music/Intellectual Property

I am planning to use pre-recorded music in my presentation. Yes /No

I am a paid-up member of SAMRO – licensed music contributor -- Yes /No

Name I understand I must get expressed written permission to use intellectual property such as music, photographs, videos, cartoons, articles, etc.

Signature

_ Date

Thank you for volunteering to present on the PSASA platform! Please assure that you have signed and initialed all appropriate areas and email this form no later than to:
.....and cc. chrisvem@gmail.com

Appendix 34 – Member Anniversary Letter for Annual or Semi-Annual payments

Dear (Member)

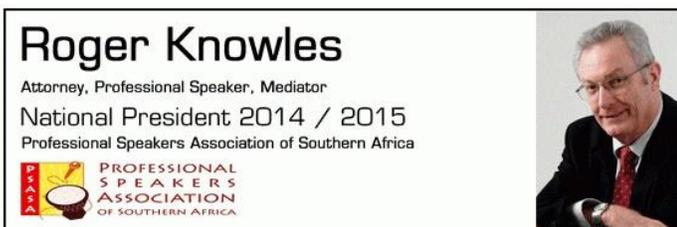
I have noted that your membership with the PSASA is about to come up for renewal. Time passes really quickly – a year goes by and we may hardly have made contact with you. Hopefully, your business is doing well?

I am seizing this opportunity to greet you, confirm that the association is delighted that you are one of our number and ask the following questions, on this anniversary of your membership –

- i) Have you been happy with the relationship, i.e. with your membership of the PSASA? If not, please share with us, your views on what we might have done – and what we might do in the future – to make your membership more meaningful to you;
- ii) If you feel that we have served you well, it would be great if you could give us some positive feedback, too – we need the approval, as well as the critical input from our members, to keep adding value;
- iii) We would like to know which of the payment plans you would prefer for the year (of your membership) going forward –
 - a. If you pay the subs for the entire year in advance, we are happy to offer you a „free month“, i.e. you pay a lump sum for 11 months, but are credited with 12, provided the payment of R4 158,00 (at the current level) is made in full, within ten days;
 - b. You might prefer to pay by way of two equal payments, each for six months“ subs, i.e. R2 268,00 per instalment (this is the current amount); if you elect to pay in this way, please let us know by return. We’ll remind you again, in six months“ time;
 - c. You might prefer to pay by way of monthly instalments; we accept this payment method, provided we are able to put a debit order in place. This costs an additional amount of R45,00 per month, by way of the admin fees we are obliged both to pay, and to charge. If you select this method, we’ll let you have the required documentation, by return.
- iv) Finally, I take this opportunity to wish you well. I hope it will not be too long before I can greet you in person, at one of the chapter meetings, or at the annual convention (have you booked your seat for the next one? It is going to be the best yet!).

Sincerely Roger

Knowles



Appendix 35 – Letter from National President Indicating acknowledgement of resignation

Dear Member,

I have just been given the bad news – you are leaving us; I understand that you have elected not to renew your membership.

This is a sad event for the PSASA. We appreciate your support in the past and hope that you will, as events unfold in your business in the future, make the decision to re-join the PSASA. I remind you that, if you elect to do so within 6 months, you will not have to pay the joining fee again. After that time, we shall unfortunately have to start the membership process anew.

Please note that as a resigned member you are no longer allowed to use the PSASA name or logo in any way on any of your web sites, marketing material etc. and all these references should be removed within the next 15 days. However, if you held office whilst in the PSASA – e.g. a Chapter President then you may make reference to that in your CV e.g. Past President of XXX Chapter of the PSASA.

In passing, please let me have a note from you, setting out your comments. In particular, I shall be grateful to know from you –

- i) What is the most positive experience/feeling you take with you, from the PSASA?
- ii) How could we have served you better, as one of our members?

Finally, I take this opportunity to wish you well in the future; whatever changes you are making in your business, we at the PSASA wish you well and hope that you will stay in touch.

Best wishes.

Sincerely Roger Knowles

