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## Honorarium Payment

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**Purpose:** Seek approval from GSA members to set honorarium payment for GSA Board & Representative Council for the term (June 2021 to May 2022).

### Definition of Honorarium

An honorarium is an honorary payment made to someone in recognition of their professional service. It is typically a payment of goodwill, appreciation and to honour an individual, for their service. As per the constitution (clause 7.2 & 9.2), recipients of honorarium payments are not employees of the Association (in this case GSA) and are not entitled to benefits resulting from employment.

### Paid Membership

As per the constitution (clause 7.3 (a) & 9.3 (a)), the following groups are entitled for Honorarium:

1. GSA Board & Board Officials
2. Representative Council

### Honorarium Payment Breakdown

The proposed honorarium to be paid to the president, general secretary, treasurer, GSA Board Members, Representative council is determined by the job description of each role and the required office hours. The table below shows the proposed amount payable:

Role	Minimum Office Hours Per Week	Yearly Honorarium Amount (\$)	Number in Role	Total (\$)
President	12	27,375	1	27,375
General Secretary*	12	27,375	1	27,375
Treasurer	6	13,688	1	13,688
Vice President	4	8,760	1	8,760
GSA Board Members	4	8,760	4	35,040
Representative Council	4	8,000	Up to 15	120,000
				<b>232,238</b>

Note:

\* The office hours and payment amount of general secretary is based on the transition period to the new structure. It will be reviewed as per the role requirements after the transition period of a year.

### Monitoring/Administration of Honorarium Payment

The following agreed measures & process will be followed to authorise the honorarium payment for each member:

- a) As per the constitution (clause 7.3 (b) & 9.3 (b)), The General Secretary may request proof of enrolment to confirm that a GSA Board member or Board Official or Representative Councillors, is entitled to receive an honorarium;

- b) As per the constitution (clause 7.3 (c) & 9.3 (c)), GSA Board member or Board Official or Representative Councillors must notify the General Secretary in writing if they cease to be a student within five working days of the cessation;
- c) The honorarium will be suspended when a member is on leave of absence for more than a week;
- d) The honorarium payment will also be subject to the members performing their roles. If the members do not attend meetings, do not complete their required office hours and do not submit reports on time, honorarium will be withheld/deducted.  
A policy will be developed to monitor the above process. It will be independently monitored by MBOF and overseen by the CEO.
- e) The honorariums will be paid in the nominated bank accounts of the board members & councillors on a fortnightly basis. Members will also receive a payment advice confirming the payments.
- f) As part of the Board and Representative Council Conflict of Interest Policy, councillors are not eligible for any other payment or benefits from GSA apart from this honorarium as this will result in conflict of interest. This will be monitored through established financial management policies and process.

### **Faculty Council**

As per the constitution (Clause 10), faculty council is not treated as a paid membership and thus will not receive any honorarium payment.

Faculty council members will receive a sitting allowance of \$1,000 based on their attendance and participation in the four faculty council meetings.

### **Financial Sustainability**

The honorarium payment proposed above is deemed financially sustainable within the proposed 2021 budget.

### **Recommendation**

The GSA council of 2020/2021 is requested to approve the honorarium payment memo as above to be published in GSA website for membership consultation.