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# Guidelines for GSSA Administrative Support for the Branches/Divisions

The GSSA has fourteen branches and specialist divisions (B&D) as of Q1, 2023, with two more under consideration. There is a range of activity levels, some being B&D essentially dormant at this time, whereas one (Groundwater Division) is internationally active and has its own regionally defined sub-divisions. The GSSA supports all B&Ds (on a needs basis) to some variable degree. The key aspects the assumption of risk and liability, audit support and taxation regulations, and trading under the GSSA VAT number. The more active the branches and divisions, the better, but it is recognized that varying degrees of support are required for staging of events and excursions in particular. It is expected that each branch and division managed its administrative affairs in line with the enacted constitutions, by-laws, and code of conduct. For the purposes of additional guidance and support, the VP Branches and Divisions is available to the all B&Ds, and it is expected that regular communication and reporting is aligned to the GSSA routines. The guidelines below provide a framework for what support can be provided, and what is required of the Branches and Divisions.

## RESPONSIBILITIES OF BRANCHES AND DIVISIONS:

- Annual B&D subscription fees are to be dealt with at B&D level, with assistance from the GSSA as needed (for example, invoicing).
- The GSSA must be informed of all events and excursions organised by a B&D. The GSSA may be asked to assist in organizing. External Professional Conference Organizers (PCOs) may only be used with the approval of the GSSA.
- Preparation of event budgets.
- Designing and creating their own fliers for events.
- Organising and administering their own events, including invoicing, and receiving monies unless requested of the GSSA. Assistance from the GSSA can be arranged if needed.
- B&D must use the GSSA VAT number.
- If the B&D does not have a GSSA-affiliated bank account, it must provide reconciliations to GSSA after every event and annually as required for audit purposes. The GSSA finance officer must have read access on all B&D bank accounts.



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- Personal bank accounts should not be used for B&D transactions.
- B&D bank accounts should ideally be with Standard Bank and should be opened by the GSSA Finance Officer.
  - The GSSA Finance Officer and Executive Manager must be included as signatories.
  - There should be at least two signatories on all accounts.
  - There should not be separate bank accounts for different events.
- Provide all content for marketing/website in final format.
- Inform the GSSA of all events planned as early as possible.
- Provide updates on events to GSSA Council every second month – either in person or as a written submission.
- Provide an annual report on activities to GSSA (send to VP Branches and Divisions who will forward to GSSA office) by end May of each year. This will ensure inclusion in the GSSA annual report.
- Obtain sponsorship for their events (GSSA sponsorship leader needs to be informed via GSSA office).

## FREE SERVICE PROVIDED BY GSSA

- Put fliers and notices into Newsletters, Geobulletin, on the website and into social media.
- Create an event registration page that goes to the Branch administrator.
- Provide a webpage for B&D to supply content for.
- Administer bank account if needed.
- Use of Zoom licence (if one is available). GSSA can open meetings, but B&D must supply one or two people to act as hosts.
- Liability insurance
- Annual audit support

## COSTED SERVICES AND OTHER REQUIREMENTS

- GSSA admin assistance for an event to be agreed between B&D and GSSA. If the GSSA acts as the PCO a levy of 15% of event surplus will be charged.
- B&D is responsible for all excess expenditure over budget.
  - If the event has the potential to lose money or require liability insurance, then a GSSA Meetings committee member needs to sit on the LOC.
  - A budget must be provided (field excursions and bigger events). This must include a 10% contingency for potential overruns.
  - Field trips and larger meetings must be communicated to the insurer via the GSSA office before the event.
- Formal field trips (for which there are paying delegates)
  - Need participants to sign an indemnity form.
  - Need to use licenced commercial drivers and vehicles to be organised at B&D level. GSSA to assist where necessary.