



**AUSTRALIAN & NEW ZEALAND
SOCIETY OF RESPIRATORY SCIENCE Inc.**
(www.anzsrs.org.au)

ANZSRS Annual Regional Allowance Guidelines.

There is a provision made for an annual (Calendar year) allowance of up to \$500.00 for each region to be used within the region for the development of the local members and the Society as a whole.

These funds should not be viewed as a right that the region must use by the end of the calendar year, but as assistance to organising or conducting professional development activities within the region, where other funds are not available or are insufficient to cover the costs.

Protocol:

- Application forms are available from the ANZSRS website, Secretary or Treasurer.
- Applications to be completed and signed by the current Regional Board Representative/s
- Applications are to be made prior to the event taking place.
- Completed forms to be forwarded to the ANZSRS Treasurer
- All applications will be reviewed by the Executive.
- Notification of application approval/rejection will be made within one week of receiving the application by the Treasurer.
- Receipts to be forwarded at the completion of the event for accounting purposes.
- Regions will be reimbursed upon the Executive sighting appropriate receipts.

Comments:

- Suggested Uses:
 - To aid in the hosting of a mini-meeting, symposium or regional educational session
 - To help with funding of Travel for member/s to a special conference/symposium within the region (not the ANZSRS ASM)
 - To assist in obtaining a guest speaker to a local meeting
 - To aid in a local/inter-laboratory research project
 - Regional administrative costs
 - Other reasons with merit
- It is recommended that money should not be used exclusively for:
 - Food and catering costs.
- Regional groups are encouraged to seek funding from other sources first before making application to the Society.

