

**Agreement between
ANZSI Council of the Australian and New Zealand Society of Indexers
and <branch name (ANZSI <__>)>**

The ANZSI Council and the ANZSI <branch name> Committee agree:

1. That a conference be held in <place> on <date>.
2. That the conference be the biennial conference of the Australian and New Zealand Society of Indexers for that year.
3. That the conference be planned, organised and run by <organizing branch or group name>.

The <Organizing branch > undertakes:

1. To establish a conference committee which will be responsible for planning, organising and running the conference.
2. To submit the name, designation and major theme of the conference to the ANZSI Council for approval prior to advertising the conference or calling for papers.
3. To prepare a budget for the conference, under which the conference should aim to be financially self-supporting, and to provide a copy of the budget to the ANZSI Council for approval prior advertising the conference or calling for papers.
4. To provide seeding funding for the conference, as far as possible, from Branch funds.
5. To prepare a program for the conference, and to provide a copy to the ANZSI Council for information and comment prior to advertising the conference.
6. To include a nominated member of the ANZSI Council on the organizing committee and to keep the ANZSI Council informed of activities on a regular basis through this liaison officer.
7. To keep minutes of the meetings of the conference organizing committee, and forward copies of these minutes to the ANZSI Council.
8. As soon as is practicable, to provide the ANZSI Council with information about marketing plans, sponsorships, publications and any other arrangements which might affect the viability of the conference.
9. To retain 95% of profits from the conference in Branch funds, and to pay 5% into ANZSI's federal funds once the financial records of the conference have been finalised (normally within a year of the end of the conference unless otherwise negotiated).
10. To keep minutes, administrative and financial records, and a set of material distributed at the conference, and make them available for the information of the ANZSI Council and the organisers of future biennial conferences.

The ANZSI Council undertakes:

1. To nominate a member of the ANZSI Council as liaison officer to facilitate communication between the conference committee and the ANZSI Council.
2. To provide, on request, a reasonable amount of seeding funding as a non-interest loan from ANZSI federal funds, to be repaid within one year of the end of the conference or within a negotiated period.
3. In the event of a financial loss, to provide funds to cover any deficiency which cannot be met from conference funds.
4. To provide financial support for representatives of affiliated indexing societies in other countries to attend the conference.
5. To provide, on request, mailing lists, databases and administrative data relating to previous ANZSI biennial conferences.
6. To provide support, advice and suggestions for the conference.

Signed by:

<name printed>

President, ANZSI Council

<name printed>

President, <Branch name>

Date

Date