



# **Naturopaths and Herbalists Association of Australia Chapter Guidelines**

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## Regional Chapter Guidelines 2022

Thank you for your interest in uniting naturopaths and herbalists in your community and supporting the vision of the NHAA. We are dedicated to promoting and protecting the practice of Naturopathy and Western Herbal Medicine, and the highest professional and ethical standards. We see the Regional Chapters as an extension of this mission.

### 1. Definitions

**NHAA Board** means all or some of the Directors appointed or elected to the office of director of the NHAA, acting as a board.

**Member** means a person admitted to the membership of the NHAA.

**Regional Chapter** means those Chapters that are operational at the time these Guidelines are approved by the Board, and other Chapters that are subsequently approved by the Board.

Regional Chapters will hereafter be referred to as 'Chapters.'

### 2. Purpose of Chapters

The aim of these Guidelines is to outline both the support offered by the NHAA to Chapters, and the NHAA's expectations of Chapters, in order to facilitate a mutually beneficial relationship between the two.

Chapters support the vision and mission of the NHAA by providing professional development and education at a local level, and an opportunity to build connections with other naturopaths and herbalists in the community.

Chapters act autonomously whilst maintaining alignment with the NHAA's overarching purpose, mission and vision.

### 3. NHAA Support

NHAA support offered to Chapters includes:

3.1 Dedicated NHAA Board representative to provide advice to individuals/groups wishing to form a new Chapter, and assistance with the formation process.

3.2 NHAA Board representative available for consultation in regard to Chapter activities and events, including providing potential speaker contacts if desired.

3.3 NHAA Office to facilitate email direct marketing of events. Please request two months in advance of each event date.

3.4 NHAA to provide event marketing/promotional support for Chapter events, through its various channels (website, e-newsletter, social media platforms, etc.) (Please see 8 - Marketing). This will include provision of a digital stationary kit with a unique Chapter logo (unless other arrangements are made, please contact your Board representative to discuss).

3.5 NHAA to provide CPD points for approved Chapter events, to encourage local attendance and participation (please see 11 – Continuing Professional Development).

3.6 NHAA to list each approved Chapter as named insured on its policies to provide coverage for approved Chapter activities and events, saving Chapters the expense

of purchasing their own insurance policies (please see 9 – Insurance).

3.7 For guidance on finances and banking – please see 6 - Finance.

#### **4. Participation**

4.1 Attendance at Chapter meetings and/or participation in Chapter events is open to all NHAA members (practicing and non-practicing), student members and non-members.

4.2 Participation in Chapter meetings and events may involve payment of a nominal fee at the discretion of the Organising Committee.

#### **5. Organising Committee**

5.1 An Organising Committee should be established to oversee the general activities of the Chapter, including the organising and running of Chapter events. The Organising Committee should *ideally* consist of a Convenor, Secretary and Finance Officer, however, this may not be necessary for smaller Chapters.

5.2 The Convenor will act as the primary point of contact for the Chapter and will be responsible, with the support of the Secretary, for liaising with the NHAA Board representative and/or Office.

5.3 The Secretary will provide administrative support to the Organising Committee and may be responsible for preparing documents such as attendance records (please see 10) and quarterly reports (please see 12) with support from the Convenor and the Finance Officer.

5.4 The Finance Officer will be responsible for the finances of the Chapter, including set-up and maintenance of the Chapter's bank account if required (please see 6 - Finances) and quarterly reporting of financial activity to the NHAA Board.

5.5 The Organising Committee will work with the Convenor to assist in leading the primary activities, meeting regularly, as often as is required for the good functioning of the Chapter.

5.6 All members of the Organising Committee must be full or student NHAA members. Name, membership number, contact details and position of each member of the Organising Committee must be provided to the NHAA office. Any change must be notified to the NHAA Board representative as soon as possible so that accurate records can be maintained (please see Annexure 1).

#### **6. Finance**

6.1 Chapters are solely responsible for managing their own finances, and the NHAA assumes no liability for any costs incurred or resulting from Chapter activities.

6.2 The NHAA does not typically provide financial support for the everyday activities of the Chapters, including proposed events and professional development. Any costs associated with Chapter meetings and organised events should be covered by the attendance fees collected.

6.3 *Ideally*, a personal bank account for Chapter finances should be set up by the Finance Officer, or where there is no Finance Officer, by whomever is acting in this capacity on the Organising Committee. Again, this may not be necessary for smaller Chapters.

6.4 It is recommended that events be prepaid through a booking service such as Humanitix, this will require the provision of a bank account as mentioned in 6.3

6.5 Should a Chapter cease to operate for any reason, any funds collected by the Chapter remain the property of the NHAA and should be returned by bank transfer to the NHAA office within four weeks.

## **7. Events**

7.1 Events organised by the Chapters:

- Should be supportive of the NHAA vision (a world where naturopathy and Western herbal medicine are an integral part of health), and NHAA mission (dedicated to nurturing successful naturopaths and herbalists, ensuring quality patient outcomes, and proactively influencing perceptions)
- Should be appropriate (please see 7.2)
- May be open to members, non-members and students
- Must not expose attendees to risk and must not expose the NHAA to reputational risk. This includes adhering to any relevant State government guidance, rules or restrictions pertaining to public health, for example, completing a Covid-19 Safety Plan.

7.2 Appropriate events include (but are not necessarily limited to) discussion on issues or current trends relating to Naturopathy or Western Herbal Medicine, associated fields such as medicine or acupuncture, associated systems of herbal medicine such as Traditional Chinese medicine, Ayurveda and Australian Indigenous plant use, botany, herb growing and related topics, as well as professional development including business skills and marketing.

7.3 It is suggested that the Organising Committee plan a year ahead if possible, with regular event dates for Chapter meetings (e.g. the second Wednesday of every second month).

7.4 Event topics and invited speaker(s) are to be reviewed and approved by the NHAA Board to ensure they align with the vision and mission of the organisation. The Chapter Organising Committee should submit an event application to the NHAA Board representative no less than 6 weeks prior to the proposed event date if possible. This is to allow sufficient time for the review process, and for the NHAA Office to provide marketing/promotional support to the Chapter through its various channels. Please see Annexure 2 for event application form.

## **8. Marketing**

8.1 Chapter meetings, organised events or relevant news may be promoted on request through various NHAA channels including the NHAA website, e-newsletter to Members, NHAA social media platforms (Facebook, Instagram, LinkedIn and Twitter), as well as through any dedicated social media pages/groups established for the Chapter in question.

8.2 Any Chapter wanting to establish a dedicated Marketing channel to promote the activities of the Chapter should contact the NHAA Board representative for assistance. Any such Marketing channels remain the property of NHAA, which will retain all usernames and passwords.

## **9. Insurance**

9.1 The NHAA lists each Chapter as named insured on its Public and Products Liability, Association Liability, Cyber Liability and Voluntary Workers insurance policies, saving the Chapters the expense of taking out their own insurance coverage.

9.2 Insurance will cover any organised events conducted by the Chapter that have been reviewed and approved by the NHAA board as described in 7.4.

## **10. Attendance Records**

10.1 For insurance and CPD purposes, attendance records must be maintained for all Chapter meetings and events and must include details such as Name, Contact (phone or email) Date, Location, NHAA membership status (member or non-member) for each attendee. Please see Annexure 3 for template.

10.2 All attendees, including all present from the Organising Committee, should 'sign-in' to all Chapter meetings and events.

## **11. Continuing Professional Development**

Attendees are eligible for 1 CPD point per hour of presentation per professional development event attendance.

## **12. Reporting to NHAA**

12.1 To ensure open communication between Chapters and the NHAA Board, all Chapters are kindly requested to briefly report their activities to the NHAA on a quarterly basis, ideally coinciding with quarterly NHAA Board meetings, using the form provided in Annexure 5. Please submit quarterly reports by March 15<sup>th</sup>, June 15<sup>th</sup>, September 15<sup>th</sup> and December 15<sup>th</sup> of each year.

12.2 Quarterly reports will be uploaded to the members section of the website and be accessible to all members.

## **13. Privacy and Confidentiality**

13.1 Any member information obtained by the Chapter/Organising Committee for operational purposes, including contact details and attendance records (outlined in 10) will be maintained in the strictest confidence in accordance with NHAA privacy policy. The Organising Committee is responsible for maintaining privacy and confidentiality of all documentation pertaining to Chapter activities at all times.

13.2 Personal information collected as part of Chapter operations must not be used for any purposes other than Chapter business.

13.3 Similarly, any public/client details used for case analysis within chapter activities must be de-identified in accordance with the Privacy Act

## **14. Establishment of New Chapters**

The NHAA encourages the formation of new Chapters throughout Australia for the reasons set out in Section 2.

The NHAA Board has responsibility for reviewing and approving the establishment of new Chapters to ensure they meet the requirements set out in this document.

Before setting up a new Chapter, interested members are required to submit an expression of interest via the application form found in Annexure 4.

Please send your expression of interest or any questions to [nhaa@nhaa.org.au](mailto:nhaa@nhaa.org.au), and these will be forwarded to your current Board representative, who will be very happy to assist you!

## **15. Ceasing to operate as an NHAA Chapter**

In the event that a Chapter is not adhering to these guidelines, the NHAA Board representative will contact the Chapter's Organising Committee and attempt, in good faith, to discuss and resolve any issue to the satisfaction of all parties involved. In the event that the issue cannot be resolved, for example, if Chapter activities are not in alignment with the NHAA's overarching purpose, mission and vision, the NHAA may request that the Chapter cease to operate as an NHAA Chapter.

**Annexure 1 – Chapter Organising Committee Notice of Change Document**

Name of Chapter: \_\_\_\_\_

Date: \_\_\_\_\_

Notified change(s):

Updated contact information:

Name and Position of signatory: \_\_\_\_\_

**Annexure 2 – Chapter Event Application Form**

Name of Chapter: \_\_\_\_\_

Proposed date: \_\_\_\_\_

Proposed location: \_\_\_\_\_

Please provide a brief summary of the proposed event (e.g., theme, topics for discussion, proposed invited speakers etc.)

For any invited speakers, please provide some further information to aid in the review process (e.g., link to website, Facebook page, publications etc).

Signed: \_\_\_\_\_

Name and Position of signatory: \_\_\_\_\_



**Annexure 3 – Attendance Record Template**

Chapter name:

Date:

Event Name:

Attendee Register:

<b>First name</b>	<b>Last name</b>	<b>Contact</b>	<b>NHAA Member/ Student (Y/N)</b>	<b>Signature</b>


**Annexure 4 – Application to Establish New Chapter**

Proposed name of Chapter: \_\_\_\_\_

Geographical location: \_\_\_\_\_

Details (name, NHAA membership number, phone number and email address) of founding Organising Committee:

*Note, if positions have not been filled or assigned, please leave blank.*

Convenor: \_\_\_\_\_  
\_\_\_\_\_

Secretary: \_\_\_\_\_  
\_\_\_\_\_

Finance Officer: \_\_\_\_\_  
\_\_\_\_\_

Other Organising Committee members (if any):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in establishing a Chapter of the NHAA?

Are all members of the Organising Committee NHAA members or student members?

Please circle: Y/N

Do the members of the Organising Committee for the proposed new Chapter have any plans or ideas for on-going Chapter activity and member engagement? Please provide details below.

Have all the members of the proposed Chapter read and understood the Chapter Guidelines set out in this document?

Please circle: Y/N

Signed (Convenor):

Print name:

**Annexure 5 – Quarterly Reporting Template**

Please submit by March 15th, June 15th, September 15th and December 15<sup>th</sup> of each year.  
Thank you!

Name of Chapter: \_\_\_\_\_

Date: \_\_\_\_\_

Completed by (Name and Position): \_\_\_\_\_

This quarter's event details: Dates/Speakers/Topics/Number of attendees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This quarter's finances: Total income/total expenses:

\_\_\_\_\_

Current Chapter bank account balance: \_\_\_\_\_

Next quarter's event plans: Proposed Dates/Speakers/Topics:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Achievements or challenges you'd like us to be aware of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything your Board representative can assist you with?:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_