SAMA 82	Controlled Document

The South Atlantic Medal Association (1982)

REGIONAL COORDINATORS

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Policy Lead	Robin Turk
Available (upon approval) to	Members and Volunteers
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POLICY CONTEXT & REQUIREMENT

This policy has been developed to protect the organisation, employees, trustees, membership and volunteers by ensuring that the organisation has effective and efficient processes in place for the management of regional coordinators.

Version Control				
Version	Author	Status	Date	Change Detail
2.0	Andrew Lockett	Implemented	02/09/2024	N/A
2.1	Alan Dodsworth	Implemented	19/08/2026	New Front Page, Policy Lead & Version Control

1. Appointment

1.1 Regional Coordinators are volunteers confirmed in their appointment by the Trustees. The trustees have the right, duty and obligation to withdraw the appointment for organisational, performance or conduct reasons.

1.2 An appointed trustee shall carry out the day-to-day management of the Regional Coordinators.

2. Geographical regions

2.1 The Association shall maintain geographical area organisations in order to facilitate its work and, by resolution of the trustees they may from time to time alter the configuration of the regions or add to or reduce the number of such regions.

2.2 The following areas have been drawn up:

1	Cambridgeshire	Northamptonshire	Bedfordshire	Hertfordshire	Essex	Norfolk	Suffolk
2	Cumbria	Northumberland	Tyne & Wear	County Durham			
3	Devon	Cornwall					
4	Dorset	Somerset					
5	Hampshire	Isle of Wight	Berkshire	Wiltshire			
6	Northern Ireland						
7	Kent	Sussex	London	Surrey			
8	Lancashire	Cheshire	Merseyside	Manchester	Isle of Man		
9	Oxfordshire	Middlesex	Gloucestershire	Buckinghamshire			
10	Scotland						
11	Staffordshire	Shropshire	Worcestershire	Warwickshire	West Midlands	Leicestershire	
12	South Wales	Hereford					
13	Lincolnshire	Nottinghamshire					
14	USA						
15	Australia	New Zealand					
16	Canada						
17	Falkland Islands						
18	Scandinavia						
19	Spain						
20	Channel Islands						
22	Republic of Ireland						
23	North Wales						
24	Yorkshire	Derbyshire					

3. Purpose

3.1 To aid fellowship amongst existing branches and beneficiaries of the association and in consultation with the appointed person of the Association assist in visiting branches in need of guidance or assistance and publicising SAMA 82 in the areas.

3.2 To consider reports from branches on all their special activities and any matters submitted by the SAMA 82 Office.

3.3 The Regional Coordinators shall operate in accordance within the appropriate policy.

3.4 It shall be the duty of the chairman of the annual area representatives meeting to get copies of the agenda and minutes of each meeting forwarded to the SAMA 82 office.

3.5 Reasonable costs of these area representative meetings shall be borne by central funds.

3.6 An annual meeting of area representatives may be convened provided that in the view of the trustees it continues to serve a useful purpose.

4. Duties

4.1 Point of contact for SAMA 82 in their area.

4.2 Reporting on SAMA 82 matters to the appointed person and committee.

4.3 Preparing annual reports for the trustees. Reports to be with the appointed person of SAMA 82 at the end of each calendar year.

4.4 Monitoring SAMA 82 activities and events and passing information about these to the committee.

4.5 Contributing information relevant to their region to the SAMA 82 web site and magazine via the SAMA 82 office.

4.6 Identifying members in need of support or help.

4.7 Seeking guidance from trustees or the SAMA 82 office in the support of a member in need.

4.8 Giving advice.

4.8.1 Where able, the Regional Coordinator is to provide details of organisations and persons competent to give independent advice on a member's needs.

4.8.2 Note - Regional Coordinators shall not provide advice to members over welfare, medical, tax, finance, benefit, investment or pensions.

5. Financial Support

5.1 Regional Coordinators may be reimbursed all reasonable expenses incurred by them whilst undertaking their authorised duties on behalf of SAMA 82. These include:

5.1.1 for volunteers the current rate of Motor Mileage Allowance (MMA) is in conjunction with the reimbursement procedures,

5.1.2 travel costs associated with attending necessary SAMA 82 meetings,

5.1.3 it is expected that reasonable effort has been made to use free digital options to undertake duties, such as email, text and WhatsApp. In special circumstances postage and telephone cost may be reimbursed if preapproved by the appointed person or treasurer,

5.1.4 other costs where reasonable and authorised.

5.2 Travel should be by the most economically available.

5.3 Before a capital purchase is made a thorough financial analysis of all costs involved must be undertaken and spending must be justified in terms of the association objectives. The bid for capital funding must be made through the online form and approval received prior to the capital purchase.

5.4 Regional Coordinators shall obtain appropriate authorisation for their expenditure via the appointed person, or the treasurer and the expenditure suitably recorded and supported.

6. Handling of Cash

6.1 All cash collected must be counted or handed to treasurer promptly and the following details recorded:

6.1.1 date counted,

6.1.2 how cash was raised,

6.1.3 who counted the cash,

6.1.4 counting was witnessed by,

6.1.5 when the amount is paid in account or given to the treasurer.

6.2 Transfer of cash/cheques should be fully recorded and witnessed.

6.3 Where a donor specifies a particular purpose for the donation then that information should accompany the transfer of the cash or cheques.

6.4 Cash and cheques shall be transferred to the treasurer securely and in a timely way.

7. Card Reader Machines

7.1 Electronic Card Machines will be provided for use to any regional coordinators who require one.

7.2 Authorisation to use a card machine shall be given by the SAMA 82 Office and Trustees.

7.3 Card machines remain the property of SAMA 82.

7.3.1 All monies paid via the card machine shall automatically be transferred to the main SAMA 82 accounts.

7.3.2 Paper receipts shall not be provided to payees/donors.

7.3.3 Online receipts shall be available via email or SMS using the SumUp machine.

7.3.4 All transactions will be secure and transparent in all accounts.

7.4 The card machine shall be:-

7.4.1 set up initially by SAMA 82 office staff,

7.4.2 used in accordance with instruction and training provided by office staff,

7.4.3 accessed only through the account set up by the SAMA 82 office.

7.5 The settings for the card reader shall not be altered unless directed by the SAMA 82 office.

7.6 Regional Coordinators are responsible for the machine during their time in the role.

7.7 Card readers must be returned to office upon leaving the role or on request.

7.8 The Card Reader machine apps on phones or electronic devices must be deleted upon request.

8. Fund Raising and Regional Activities

8.1 Fund raising events are to be appropriately planned, organised and controlled.

8.2 At least one month prior to an event the plans, risk assessment and potential losses or gains are to be submitted for trustees' assessment.

8.3 Proposals for a scheme for an appeal for donations shall be prepared in writing and submitted to the trustees for approval at least one month prior to the appeal.

8.4 Approvals will only be given, with conditions set by the trustees, and this shall include procedures for:

8.4.1 insurance,

8.4.2 cash handling,

8.4.3 safety,

8.4.4 liaison with local authorities,

8.4.5 adequate planning and risk assessment,

8.4.6 appropriate permissions.

8.5 Only the reasonable expenses incurred in the promotion of the event shall be charged against the proceeds achieved.

8.6 The cash balances resulting from the event are to be remitted to SAMA 82 Treasurer in a timely way together with an account of income and expenditure.

8.7 Regional coordinators may not hold floats, cash or money in the bank for the purpose of future events until the event or scheme is approved.

8.8 Where deeds of covenant are solicited, SAMA 82's deed and bankers order shall be used. No benefits may be offered to donors.

9. Official Correspondence

9.1 Regional coordinators may from time to time be required to write formal letters.

9.2 Regional coordinators may not (without express permission):

9.2.1 commit the organisation to any expenditure or action,

9.2.2 give opinion on SAMA 82 policy,

9.2.3 tender advice which they are not qualified or competent to give,

9.2.4 involve SAMA 82 in politically sensitive matters,

9.2.5 ask for or receive payments on their own behalf.

10. Conduct

10.1 Regional coordinators are to conduct themselves in a way that is consistent with expectations of the armed forces in their behaviour and relationships with the public at large.

10.2 Regional coordinators shall conduct themselves in a way that ensures their own safety and that of others affected by their conduct.

10.3 Regional coordinators shall plan and execute activities in such a way that it has the minimum adverse effect on the environment and the normal way of life of the local inhabitants.