



Service Providers & Sponsorship Policy and Guidelines

1. Purpose

The purpose of this policy is to define the FSAA's policies and guidelines in regard to the provision of services from external providers and sponsorship of various FSAA events, activities or other opportunities as defined appropriate. This policy aims to ensure transparency, fairness, an openness to competition, and avoidance of conflicts of interest.

2. Scope

The policies apply to all employees, agents, representatives and contractors (including temporary contractors), collectively referred to as 'workplace participants'.

3. Requirements

Service Providers

- Are defined as any individual or company external to the FSAA's daily operational aspects
- They may be a member of the FSAA
- The services provided may cover various events, activities or other areas where the FSAA requires particular specialised expertise e.g. information technology, member services such as recruitment, travel, vehicle hire etc.
- When a particular service is required, the following process is to be followed:
 - A brief to be drafted by the CEO detailing what is required, when it is to be implemented, the benefits associated for members and the FSAA, costs of participation for members and the financial expectation of the FSAA
 - This brief to be sent to the Chair of the Member Services sub-committee for input
 - Once agreed, the brief is to be sent to the Board for comment however the major responsibility will reside with the CEO and Member Services Chair

- Appropriate potential service providers to be identified and approached as to their interest in submitting a proposal (where possible, companies with foodservice experience will be strongly considered)
- Regardless of the service provided there must be a tangible benefit and return for the FSAA and where possible, a minimum 25% return from the cost of participation/involvement, or at a rate agreed by the Board
- Upon receipt of submissions, they are to be reviewed by the CEO & Member Services Chair with a final recommendation made to the Board
- Once the provider is decided upon, they are to be informed in writing (via email) by the CEO or an appropriate other Board member
- Given fiduciary responsibility, an FSAA member may submit for such service provision however the allocation of the final approval must be because the submission is clearly the best for the FSAA and must be transparent
- If a Board member submits a proposal, they must remove themselves from the decision-making process and an appropriate alternative appointed

Sponsorship

In order for a corporate sponsorship to be appropriate, the benefit to the for-profit entity should not outweigh the benefit to the FSAA. For clarity sponsorship is unallocated funds. It doesn't matter which programs or events the sponsor is sponsoring, as long as the FSAA delivers the benefits around that specific investment, there is no obligation to put the money into that specific pot. This is money to cover overheads or whatever the FSAA deems the funds are required for, and the sponsor's business will not dictate where the money goes.

Sponsorship Opportunities

- Will only be allowed for specified activities e.g. training, educational and professional development services

- The only networking activities that will accept sponsorship are the Foodservice Today & Tomorrow conference and the National Awards of Excellence
- Viewpoint lunches and breakfast forums will not accept sponsorships
- Future new activities will be decided by the Board as to eligibility for sponsorship
- There may be sole or shared sponsorships as deemed appropriate by the Board
- There must be an appropriate financial outcome for the FSAA
- The CEO will draft sponsorship proposals incorporating what it is for, benefits to the potential sponsor, dates of the activities, sponsorship cost, allowable components and the term of the sponsorship
- Upon acceptance to sponsor, the agreed company/companies will have first right of refusal for ongoing sponsorship of the agreed activity
- Upon acceptance, the sponsor is to be informed via email by the CEO

4. Breach of this Code

A breach of this Code may lead to disciplinary action including, but not limited to, termination of membership as outlined in the FSAA Constitution.