

P19 SFMCA Policy: Non-Member Attendance at Branch Meetings

Review date: 22/5/2026

Purpose

This policy sets out the conditions under which non-members may attend SFMCA Branch Meetings and the fees applicable in those circumstances.

Scope

This policy applies to all SFMCA Branch Meetings, including standard meetings and annual Christmas meetings.

Policy Statement

SFMCA Branch Meetings are a core benefit of membership and are primarily intended for financial members of the Association. Non-member attendance is **not standard practice** and will only be permitted in **exceptional circumstances**, at the discretion of SFMCA. Such circumstances may include engagement with prospective members or situations where participation is considered to provide a clear benefit to the industry. Approval for non-member attendance must be obtained prior to the meeting.

Note that invited presenters are not included in this policy.

Fees

Where non-member attendance is approved, the following fees apply:

- **\$250 per person (GST excl)** for attendance at a standard Branch Meeting
- **\$350 per person (GST excl)** for attendance at a Christmas Branch Meeting

These fees are set to reflect the value of participation and to ensure the integrity of member benefits.

Application

This policy is to be applied on a **case-by-case basis** and does not create a general entitlement for non-members to attend Branch Meetings.

SFMCA reserves the right to decline requests for non-member attendance.

Principles

This policy is guided by the following principles:

- **Protecting member value:** Branch Meetings are funded through membership and are a key member benefit.
- **Consistency and transparency:** Clear and consistent treatment of non-member attendance requests.
- **Supporting industry engagement:** Allowing flexibility where there is a broader benefit to the industry.