

## STIPENDS POLICY

Policy number	F4 V3 March26	Version	3
Previous Policy number	F4 V2 Feb24	Approved by Board on	23 <sup>rd</sup> March 2026
Responsible person	Governance Committee	Scheduled review date	31 <sup>st</sup> March 2027

### INTRODUCTION

As per **Clause 11** in the Constitution, Directors may be paid a stipend, when they are actively involved in duties that advance the performance of the National Rural Women’s Coalition Ltd

### PURPOSE

The purpose of this policy is to clarify under what circumstance the payment of Stipends may occur on behalf of the National Rural Women’s Coalition and the process for doing so.

### POLICY

This policy relates only to Directors acting on authorised National Rural Women’s Coalition Ltd business. There must be physical attendance at a face-to-face meeting or attendance at a virtual meeting for the required period. This does not include volunteer hours, as defined below.

Volunteer Hours are defined as uncompensated committee or other work or time participating in virtual or face-to-face activities or meetings on behalf of the NRWC that have been agreed by the Board or CEO.

### PROCEDURE

- The setting of the rate for payment of a stipend and the time of attendance required, will be an Agenda Item at each Annual General Meeting of the organisation or the first meeting of the Board.
- The NRWC complies with Federal and State tax regulations governing any applicable taxability, tax reporting and/or withholding taxes on any stipend payments payments.
- To be eligible for a stipend, Directors, or a nominated person, must prove attendance of an assigned meeting as agreed by the CEO or Board, other than monthly Board meetings.
- All NRWC relevant documentation must be completed and received by the secretariat before a stipend will be paid.
- Payment will be made in a timely manner once all relevant documentation is received and reviewed by CEO and finance committee.

### Authorisation

Signature of Board Secretary:



Date of approval by the Board: 23<sup>rd</sup> March 2026

National Rural Women’s Coalition Ltd