# SOP 1

# ACCEPTANCE OF INVITATIONS TO REPRESENT THE GUILD

1. All such invitations must go through the Honorary Secretary and be formally brought before the Executive Committee.
2. The representatives of the Guild on such occasions should be drawn from the following;
   1. The President, Chairperson, Vice Chairperson, Hon. Secretary, Hon. Treasurer, Membership Secretary, Journal Editor. These are the officers of the Guild who are likely to be the most experienced in current guild affairs and should have a deep understanding on the workings of the Guild.
   2. Should none of the Officers be able to attend, then the Executive Committee will nominate a Guild member.
3. The selection should be made based on suitability for the role.
4. The Guild will cover travelling expenses at the most economically travel air/ferry fare and will cover reasonable receipted expenses incurred thereafter.
5. A report on such trips is required to be submitted to the Executive Committee.