



# ICPA WA

## Isolated Children's Parents' Association Western Australia Inc.



### INFORMATION FOR BRANCH PRESIDENT

This information is to assist with the effective operation of your branch.

Executive position duties are outlined. It is important that branches work with both State and Federal councils to ensure all information is relayed correctly.

It is suggested that each branch executive member has a copy of this document and retains it with their branch file onto their successor.

*Please read this information in conjunction with the ICPA (WA) By-Laws*

*All forms referred to herein are available on the ICPA WA website*

### THE PRESIDENT SHOULD

- Understand the issues affecting access to education within their area.
- Be familiar with the ICPA (WA) Constitution, Policies and By-Laws as well as having a familiarity with the corresponding Federal ICPA documents. These can all be found at [www.icpa.com.au/wa](http://www.icpa.com.au/wa)
- Have a basic understanding of the structure of ICPA (Branch – State – Federal).
- Be committed for the term of their office, show leadership and encourage members to attend meetings, participate and contribute to the organisation as a whole.
- Have a basic understanding of meeting procedure.
- Work closely with the Branch Executive.

### CHAIRING MEETINGS

- The President or Vice Presidents must act as Chairperson, and in their absence, the members present must elect one of their number to be Chairperson of the meeting.

### THE CHAIR SHOULD

- ensure that priority items on the agenda are dealt with accordingly.
- engage all members in attendance and encourage them to contribute to the discussions.
- ensure time is used effectively.
- ensure decisions are made and enacted.
- manage dominant personalities.

### MOTIONS

- Motions must be moved, seconded and a vote taken to determine if the motion is carried or lost. This outcome should be recorded in the minutes. **Any proposals to spend money should be moved as a motion.**
- The Chair should not move or second motions from the Chair. If they wish to move or second a motion they should step out of the Chair until the motion is decided. After having conducted a quick election of acting Chair, the original Chair can speak during the debate.
- If a vote is tied, the Chair has the casting vote.

### SUGGESTED FORMAT FOR BRANCH MEETING

- Branch heading, date, time and venue
- Attendance
- Apologies
- Minutes of Previous Meeting
- Tabling of all Inward & Outward Correspondence since previous meeting (including related emails)
- Business Arising from the Correspondence

- Treasurer's Report (stating Balance in Bank as at .....IBD's etc.)
- General Business (including motions with mover and seconder)
- Date of next meeting (if decided)
- Meeting closed at...

#### SUGGESTED FORMAT FOR AGM

- Attendance
- Apologies
- Minutes of Previous Annual General Meeting
- President's Report (an overview of the Branch's activities over the previous year and perhaps a vision for the branch for the coming year, acknowledgement of member's commitment etc)
- Treasurer's Report (receiving of "the Branches" financial report, balance sheet and statement of accounts for the preceding financial year).
- Appointment of Auditor
- Setting of annual branch membership
- Election of Office Bearers (by secret ballot, if required)
- Guest Speaker (if required)
- General Business
- Close of AGM

#### CONFERENCE

- Motions should be sent to the State Secretary for Western Australia Conferences and the Federal Secretary for Federal Conferences by the advertised date.
- Motions should be emailed with accompanying short explanation, if needed, for clarification.
- Motions relating to Federal issues should be submitted to Federal Council and State issues to State Council. A list of portfolios for each can be found on the ICPA website. State and Federal Councils are happy to assist in wording of motions.
- It is **vital that Motion deadlines are adhered to**, as agendas need to be copied and distributed to Branches to enable members time to discuss prior to conference.
- Conference is the heart of the organisation – every attempt should be made to encourage Branch members to attend. If it is impossible to send a delegate, the branch should arrange for a delegate from another branch to present your motion, passing on your detailed explanation (a copy of which will be required by State or Federal Council if the motion is successful).

#### ICPA ORGANISATIONAL STRUCTURE

ICPA is a 3-tiered organization consisting of Branch, State and Federal entities. A member of a Western Australia branch is also a member of ICPA (WA) and the Branch is registered with ICPA Australia. Affiliation fees are therefore payable to ICPA (WA) and ICPA Australia.

ICPA State Council thank-you for volunteering for the President position. We are here to support you. If you require any assistance or guidance please contact a State Councillor or your Branch Mentor.