

## FACT SHEET 1

### **HINTS FOR BRANCH PRESIDENTS**

*Please read these hints in conjunction with the ICPA Qld By-Laws at [www.icpa.com.au/qld](http://www.icpa.com.au/qld) and the Branch Information Folder provided by State Council*

#### THE PRESIDENT SHOULD

- ❖ Have an understanding of the issues effecting access to education within their area
- ❖ Be familiar with the ICPA Qld Inc. 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](http://www.icpa.com.au)
- ❖ 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 any one of the Vice-Presidents must act as Chairperson, and in their absence, the members present must elect one of their members 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 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 for 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

*There is a meeting template in the Branch Information Folder for you to use.*

## SUGGESTED FORMAT FOR AGM'S

- ❖ 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)
- ❖ Close of AGM

## CONFERENCE

- ❖ Motions should be sent to the State Secretary for Qld 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)

## BRANCH INFORMATION FOLDER

- ❖ The link to the Teams folder is supplied for the President, Secretary and Treasurer. (If your Branch doesn't have access, please contact the State Assistant Secretary at [assistantsecretary@icpaqld.com.au](mailto:assistantsecretary@icpaqld.com.au))

## ICPA ORGANISATIONAL STRUCTURE

ICPA is a 3-tiered organisation consisting of Branch, State and Federal entities. A member of a Queensland branch is also a member of ICPA Qld, and the Branch is registered with ICPA Australia. Affiliations fees are therefore payable to ICPA Qld and ICPA Australia.

*ICPA State Council thank-you wholeheartedly for volunteering for the President position. We are here to support you. If you require any assistance or guidance, please do not hesitate to contact a State Councillor or your Branch Mentor.*