

FACT SHEET 2

HINTS FOR BRANCH SECRETARIES

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

BRANCH MEETINGS should be well published and promoted, prior to the meeting. At least 14 days' notice should be given for a face-to-face meeting and at least three days for a teleconference. The Meeting Notice should contain details of date, time, venue and a suggested agenda. ***Emailing an agenda to members ensures information is disseminated.***

MINUTES

The Branch Secretary should keep **clearly dated** minutes of every meeting in either a separate Minutes book or in a Digital Format with separate back-up created. Reports are tabled and included in the Minutes. A copy of the AGM Minutes should be forwarded to the State Assistant Secretary as soon as possible.

CORRESPONDENCE

- ❖ All relevant incoming and outgoing correspondence should be recorded and tabled at Branch Meetings (this includes emails and mailings from Qld and Federal Council)
- ❖ A copy of any Branch Submissions should be provided to the State Secretary.

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

FORMAT FOR AGENDA 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

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

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

ANNUAL GENERAL MEETING

- ❖ Minutes of the AGM should include a copy of the President's Report and Treasurer's audited Report. These should be sent to assistantsecretary@icpaqld.com.au for archiving as soon as possible after the meeting along with the updated **Branch Executive Contact Information Form**
- ❖ Ensure the Treasurer presents an audited Treasurer's Report (not necessarily audited by an accountant, could be a local bank manager etc) and a **signed copy is sent to the State Treasurer** at treasurer@icpaqld.com.au

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)
- ❖ Folders are kept up to date with Constitution, Policies, current councillors' names and addresses. Current information of allowances, Forms and Branch Admin is also included. If you have any queries or need anything, please contact assistantsecretary@icpaqld.com.au

RECORD KEEPING

It is the Secretaries role to file Branch Records. Federal and State Council keep records of all items specific to their areas (News & Views/Pedals, Conference Minutes, Branch Mailings, relevant Government documentation, amendments to the Constitution etc) so Branches need only to permanently keep records relevant to their Branch (correspondence, membership register, details of award recipients, photo albums etc). Financial records need to be kept for a minimum of seven years.

ICPA State Council thank-you wholeheartedly for volunteering for the Secretary 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.