

FACT SHEET 4

HINTS FOR BRANCHES

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

ANNUAL GENERAL MEETINGS AND GENERAL MEETINGS

- ❖ The Annual General Meeting must be held within three months of the close of the Branch's financial year
- ❖ The Branch must hold a General Meeting at least every 4 months
- ❖ At least 14 days' notice must be given for a face-to-face meeting and at least three days' notice for meetings other than face to face. ***Emailing an agenda to members ensures information if disseminated***
- ❖ 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 number to be Chairperson of the meeting
- ❖ The quorum (number of Members required to hold a meeting) for an Annual General Meeting or a General Meeting is at least 5 or 50% of the Branch members (including the Executive), whichever is less
- ❖ Branch Minutes (including financial reports) should be always available to Branch members, and a copy thereof should be distributed prior to the next scheduled meeting for endorsement of same
- ❖ Details of new Executives should be sent to the State Assistant Secretary after the AGM, or during the year if Executives details change using the Branch Executive Form in the Branch Information Folder
- ❖ Motions must be moved, seconded and a vote taken to determine if the motions is successful or unsuccessful. This outcome should be recorded in the minutes. If the Branch is spending money, there should always be a motion
- ❖ A successful meeting requires some essential ingredients. Being polite, respectful and allowing other to present their point of view is important. Everybody has the right to their opinion. It is the Chair's role to allow for a sharing of views whilst working towards positive outcomes in a timely manner

CONFERENCE

- ❖ Each branch is entitled to send two delegates to represent them at conference and an unlimited number of observers
- ❖ If a Branch wishes to place a motion/s on the Conference Agenda, it must first be voted on and carried at Branch level
- ❖ Delegates attending conference must be endorsed by the Branch beforehand by a motion carried at Branch level

- ❖ Delegates and Observers are entitled to reimbursement from the Branch for travel, accommodation and registration fees

BRANCH FINANCIAL MANAGEMENT AND INSURANCE

- ❖ Payment of accounts must be made by cheque or electronic banking. Payments must be authorised by and two Executive members of the Branch so appointed at a meeting of the Branch
- ❖ Accounts for payment must be presented and passed at a meeting of the Branch. Payments which have been made must be presented for approval by the Branch
- ❖ All Branch members submitting accounts for reimbursement must present the relevant Tax Invoices to the Branch Treasurer
- ❖ Unless the Branch is incorporated, the Branch should choose an end of financial year which suits its needs
- ❖ Branches may raise funds by lawful means to assist ICPA in the promotion of its aims. Branches must submit a Risk Management Form to the Qld Treasurer two weeks prior to the function
- ❖ Branches must inform Members that ICPA Qld Inc. holds Public Liability Insurance in the sum of \$10M, namely on the Branch Membership letter. If membership is paid online via the website, this advice is given upon receipt of payment

ICPA ORGANISATIONAL STRUCTURE

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

ICPA State Council thank-you wholeheartedly for giving your time to your ICPA Branch. 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.