



**BY-LAW 14 - FEDERAL MEMBERSHIP OFFICER**

**Adopted 13 May 2024**

1. The Federal Council of the Isolated Children's Parents' Association of Australia, ICPA (Aust), shall be responsible for appointing a financial member of the Association as the Federal Membership Officer. The Federal Membership Officer need not be a member of Federal Council.
2. The Federal Membership Officer shall be appointed on an annual basis or until the next Federal Conference.
3. Financial members of the Association who wish to be considered for the position of Federal Membership Officer should liaise with Federal Council and notify the Association Secretary in writing prior to the Pre-Conference Federal Council meeting detailing their qualifications. These expressions of interest will be treated confidentially.
4. Selection of the Federal Membership Officer shall be finalised at the Post- Conference meeting of Federal Council.
5. The Federal Membership Officer shall be bound by the same limitations of eligibility for office under the constitution of ICPA (Aust) as applied to members of Federal Council except for the limitations on the term of office.
6. The Federal Membership Officer shall have the necessary level of access to the ICPA (Aust) website in order to update the membership database.
7. The Federal Membership Officer has viewing only access to Federal Council bank accounts.
8. The Federal Membership Officer will be responsible for issuing current membership renewal notices.
9. The Federal Membership Officer oversees the receiving, recording and receipting of membership fees.
10. The Federal Membership Officer shall facilitate the reconciliation of memberships with State Treasurers and Memberships Officers on a regular basis.
11. The Federal Membership Officer is responsible for sending a welcome letter to new members.
12. When the Federal Membership Officer is not a member of Federal Council, he/she shall attend at least one General Meeting of Federal Council per year.
13. The Federal Membership Officer must sign a Confidentiality Agreement.