



Position at a Glance- Membership Officer

ICPA (Aust.) is actively looking for our next Federal Council team members, providing the opportunity to create change at a federal level alongside our small team of smart and motivated individuals. Our advocacy work raises awareness of the challenges of educating rural and regional students.

This role is offered as a rewarding volunteer position, providing flexible work and the ability to be part of a high-functioning team of like-minded and motivated parents and advocates, offering a socially and personally fulfilling role. Own your position and be the reason for change. The position of Federal Membership Officer will be available at the 2024 AGM, and you will be onboarded with training from our most experienced councillors, ensuring you are set for success.

Your role

- **Provide support and assistance to members and branches with the membership process.**
- **Work closely with State Council Treasurers and Membership Officers.**
- **Be available in peak membership months, routinely November to April.**
- **Assisting with maintaining and updating the database website.**
- **Checking and reconciling bank accounts using the Xero accounting program.**
- **Compiling State membership renewals spreadsheet and generate invoices/ statements.**
- **Checking the postal letter box for membership cheques, Pedal returns, and correspondence.**
- **Invoicing Corporate and School Corporate Members, Branch and State Life Members.**
- **Contributing to Federal Focus where applicable.**
- **Sending Pedals publisher mail export quarterly. Contribute when required.**
- **Assisting with Federal Conference data when required.**
- **Reporting to the Federal Council and attending meetings when required.**
- **Reporting membership numbers to councils quarterly.**

About you

Are you passionate about advancing the needs of rural and remote education? Do you have knowledge of rural education issues? Do you have advocacy experience or experience in leadership roles? Are you willing to have a go at advocating on behalf of rural and remote families to achieve equity?

About ICPA:

Mission

ICPA actively pursues equitable access to education for all students in rural and remote areas of Australia.

Our Why

We care deeply about fairness and equity, driven by the firm belief that every child regardless of geographical location, deserves equitable access to opportunity. We are passionate advocates for the empowerment of rural and remote communities across Australia, fuelled by our dedication to ensuring parity and inclusivity in the distribution of opportunity.

Next Steps

To express your interest, please contact Federal President, Louise Martin or Federal Secretary, Kim Hughes to see how you can get involved.

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