

2023 MEMBERSHIP INFORMATION

IMPORTANT INFORMATION ON MEMBERSHIP PROCESS

2023 MEMBERSHIP YEAR AFFILIATION FEES

- State Membership - \$30 (GST Incl)
- Federal Membership - \$22 (GST Incl)
- Branch Membership – set by branches
- Due **1 January 2023**
- Members can renew 2023 Memberships from **16 November 2022**

MEMBERSHIP RENEWAL AND NEW MEMBERSHIPS

- **Online is the preferred method of paying membership.**
- Please find attached instructions on how to pay membership online that you can send out to branch members with renewal reminders.
- Branch renewal spreadsheets will be sent by the QLD Membership Officer to all branches so membership renewal reminders can be sent out from 16 November 2022, so all memberships are paid prior to 1 January 2023.

MEMBERSHIP UPDATES

- Branch listing of all members will be sent out by the ICPA QLD Membership Officer, so Treasurers are aware of members who have renewed or joined online.
- At this stage the database is still being developed and branches will not be able to access branch information online due to the level of access to the database. This access is being developed and the Membership Officer will keep branches updated with this progress.
- All membership queries can be directed to Membership Officer memberships@icpaql.com.au

MANUAL MEMBERSHIP PAYMENTS

- **ALL MANUAL MEMBERSHIP PAYMENTS must be forwarded to ICPA QLD including \$30 for State Membership & \$22 for Federal Membership – total \$52 per membership.**
- ICPA QLD will then forward the Federal affiliation fees and membership details to the Federal membership officer.

MANUAL ICPA QLD STATE MEMBERSHIPS and/or DONATIONS (online payments preferred)

Direct Deposit Details: **ICPA QLD Inc.**
BSB: 034 211
A/C: 125 124
Reference - Branch name

Cheques made payable to: **ICPA Qld Inc.**

Cheques mailed to: Amanda Clark
ICPA Qld Treasurer
Ibis Creek Station
MT COOLON QLD 4804

- Membership details **MUST** be emailed to Treasurer treasurer@icpaqld.com.au and Membership Officer memberships@icpaqld.com.au

NOTES

- QLD Membership officer will send an excel spreadsheet to your branch to use to record memberships paid manually to your branch. If you have not received this spreadsheet, please contact memberships@icpaqld.com.au
- List members in **ALPHABETICAL** order - indicating marital status if NOT Mr & Mrs, and including Christian names (this expedites the check before conference as there are many duplicate surnames and initials, and ensures correct labelling for News & Views).
- Mark all **NEW** members with *, **address changes** with ** and **reinstatements** with #
- Branch Life Members - **no annual membership fee paid by member**. Branch pays State & Federal membership fees. ICPA QLD will issue an invoice to all branches for life members. These invoices are due **1 January 2023**.
- Several branches have State Life Members and Federal Life members, please refer to following:
 - **Qld State Life Members** – no annual membership fee paid by member or branch. ICPA Qld Inc. pays the Federal subscription.
 - **Federal Life Members** – no annual membership fee paid by member. Branch pays State subscription.

- Ensure your Branch Register has a list of all Members - Name, address, date of joining, date of reinstatement (if they let their membership lapse) and date of resignation. This is a constitutional requirement and could be checked by the auditor at any time. It is also important for reference in the future. When possible, please list resignations on the bottom of your membership form.
- Do not wait until ALL memberships are in before sending in your manual payments & spreadsheet.
- Please notify QLD Treasurer treasurer@icpaqld.com.au and QLD Membership Officer memberships@icpaqld.com.au of changes during the year, especially for branch executives or change of addresses for News & Views.
- All Branches will be issued with an ICPA Qld Inc. official invoice for any monies received & will be emailed to the branch Treasurer. If you require an invoice at any time for auditing purposes, contact the QLD Treasurer treasurer@icpaqld.com.au
- Membership lists must be finalised **BEFORE** the audit and conference, therefore members paying after 31 March will not appear on official membership lists. Branch delegates attending conference **MUST** be financial members. A member is only financial when paid at Branch, State and Federal levels.

CONTACTS FOR FURTHER INFORMATION

ICPA QLD Treasurer
Amanda Clark
T: 0427 835 298
E: treasurer@icpaqld.com.au

ICPA QLD Membership Officer
Louise Winten
T: 46549 544
E: memberships@icpaqld.com.au