



ICPA WA

Isolated Children's Parents' Association Western Australia Inc.



INFORMATION FOR BRANCH SECRETARY

This information is to assist with the effective operation of your branch.

Executive position duties are outlined. It is important that branches work with both State and Federal councils to ensure all information is relayed correctly.

It is suggested that each branch executive member has a copy of this document and retains it with their branch file onto their successor.

Please read this information in conjunction with the ICPA (WA) By-Laws

All forms referred to herein are available on the ICPA WA website

THE SECRETARY SHOULD

- Keep clear and accurate minutes of meetings, advising members of the branch meeting dates
- A copy of the minutes should be sent to the State President and State Secretary
- Distribute items of interest to members in between meeting dates to keep the informed
- Ensure that State and Federal motions are remitted prior to deadlines to the secretary with an explanation of the background.
 - Federal motions go to the Federal and State secretary
 - State motions go to the State secretary only.
- Notify changes in office bearer to the:
 - State Secretary
 - State Webmaster
 - State Treasurer
- Federal conference delegates – please advise the State secretary of you delegates prior to conference.
- Retain a copy of State and Federal constitutions, by-laws and policy documents.

BRANCH MEETINGS

- Should be well promoted prior to the meeting. At least 14 days' notice should be given for a face-to-face meeting and at least 7 days for an online/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 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 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 WA and Federal Council. A copy of any Branch Submissions should be provided to the State Secretary.

MOTIONS

- Motions must be moved, seconded and a 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.***

SUGGESTED FORMAT FOR 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 atIBD's etc.)
- General Business (including motions with mover and seconder)
- Date of next meeting (if decided)
- Meeting closed at...

SUGGESTED FORMAT FOR AGM

- 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)
- General Business
- Close of AGM

CONFERENCE

- Motions should be sent to the State Secretary for Western Australia 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).

ICPA ORGANISATIONAL STRUCTURE

ICPA is a 3-tiered organization consisting of Branch, State and Federal entities. A member of a Western Australia branch is also a member of ICPA (WA) and the Branch is registered with ICPA Australia. Affiliation fees are therefore payable to ICPA (WA) and ICPA Australia.

ICPA State Council thank-you for volunteering for the Secretary position. We are here to support you. If you require any assistance or guidance please contact a State Councillor or your Branch Mentor.