

# Benefits of Membership



## BRONZE MEMBERSHIP \$800

■ ■ ■ **ALL MEMBERS BENEFIT FROM ALL OPTIONS 1 - 6 INCLUSIVE:**

### 1 ASSOCIATION ADVICE HELPLINE

Associations Forum is here to support you with practical, reliable advice for your day-to-day queries. Backed by decades of combined hands-on experience, our advisory team understands the unique challenges of running a membership-based organisation.

### 2 EVENT DISCOUNTS AND FREE MEMBER ACTIVITIES

Staff and Board directors of Associations Forum members receive substantial discounts on our leading-edge conferences, seminars and workshops. We also run a range of complimentary educational and networking events that allow sharing of information, experience and knowledge in a collegiate environment.

### 3 SURVEYS ON SALARIES, BOARDS, EVENTS AND MEMBERSHIP

Every year Associations Forum undertakes surveys on salaries, boards, events and membership. Survey results are free to members who have participated in the surveys. Having association sector information allows management and staff to make better decisions based on valid data.

### 4 SPECIAL INTEREST GROUPS

Special Interest Groups (SIGs) give association representatives the opportunity to discuss key issues with peers through online meetings. Topics include membership, communications, events and finance. Participation is exclusive to Associations Forum members.

### 5 RESOURCES TO HELP RUN YOUR ASSOCIATION

Resources, guides, tools and documents available to Associations Forum members include Board Governance Charter, AGM Guide, Director Induction Process, Terms of Reference for Finance and Audit Committees, Association Technology Guide and many advisory articles written for immediate practical application within an association.

### 6 ASSOCIATIONS MAGAZINE AND eNEWS

Our acclaimed print publication, *ASSOCIATIONS*, contains relevant leading-edge sector news and information. It is free to our member organisation staff and directors. The magazine is supplemented by fortnightly e-Newsletters containing news, updates, appointments, forthcoming events, member queries, advice and jobs.

## SILVER MEMBERSHIP \$1600

■ ■ **SILVER AND GOLD MEMBERS ALSO RECEIVE ALL OPTIONS 7 - 12 INCLUSIVE:**

### 7 IN-DEPTH ASSOCIATION ADVICE

Associations occasionally need our detailed In-Depth Advice for complicated or controversial aspects of governance, membership, operations, events or sponsorship. Our experience may help in a variety of situations and scenarios. Up to 60 minutes of verbal discussion and advice is available to assist on challenging issues.

### 8 ASSOCIATION AWARDS

Associations Forum members are eligible to nominate for the prestigious Association Awards. Since 2017, an annual Association of the Year has been identified and honoured. Other sought after and highly respected awards are Association External Campaign of the Year and Association Turnaround of the Year.

### 9 JOBS BOARD

Associations Forum members advertising vacancies receive discounts on our Jobs Board – a leading portal for association jobs as well as for Directorships and Volunteer Board positions. Vacancies are promoted to thousands in our fortnightly e-Newsletters.

### 10 FINANCIAL BENCHMARKING PROCESS

Associations Forum's Financial Benchmarking Process allows participating associations to receive a customised report with financial indicators and ratios compared to a pool of de-identified entities. Although associations cannot distribute dividends, this information assists them to grow income and financial security.

### 11 STRATEGIC PLAN REVIEW

Good plans are vital to ensuring that an association has a clear mission, outlined pillars, and measurable activities. Associations Forum's Strategic Plan Review is a health check that uses our experience to assess whether a plan is practical, straightforward, and effective in guiding both big-picture, long-term, and day-to-day decisions.

### 12 BOARD EVALUATION TOOL

Associations Forum's Board Evaluation Tool is an online questionnaire where each Board director completes questions on Board clarity, processes and culture. With the results, associations can see whether there is a convergence of opinions within the Board as well as benchmark with other entities.

## GOLD MEMBERSHIP \$2400

■ **GOLD MEMBERS ALSO RECEIVE ONE OF OPTIONS 13 - 18 INCLUSIVE:**

### 13 INDUSTRIAL RELATIONS ADVICE

Industrial Relations (IR) legislation and requirements are complex. Associations Forum is pleased to offer outsourced IR advice on the Fair Work Act, labour practices, conflict resolution and achieving a balanced and productive work environment. Your association will benefit from understanding constructive connections between employers and employees through accessing 60 minutes of complimentary IR advice.

### 14 NEW LEADER SUPPORT

Starting a new senior management role in the associations sector can be daunting. Having an experienced expert for context, knowledge, and encouragement gives new leaders, CEOs, Chairs, and senior managers a timely boost. Associations Forum's team supports new leaders through three 30-minute meetings offering guidance, knowledge, and encouragement. Available to one person per organisation only.

### 15 CONSTITUTION REVIEW

Important governance documents benefit from a fresh set of eyes. Associations Forum's Constitution Review offers a 90-minute review with written feedback on constitutions, identifying matters for reconsideration, such as clarity, membership definitions and Board composition. Our colleague firm Governology can be separately engaged to make changes or rewrite constitutions, policies or procedures.

### 16 BY-LAW OR POLICIES REVIEW

In isolation, an association will not know if their by-law or policies are suitable and appropriate. Our 90-minute external review provides insight into whether changes are needed or if these key documents are appropriate. Our colleague firm Governology can be separately engaged to redraft better by-laws or policies.

### 17 AGM ADVICE

Associations are accountable to their members at Annual General Meetings and occasional other General Meetings. Because AGMs are only held annually, CEOs, Boards and company secretaries have a limited experience in getting them right. Associations Forum can advise on many matters such as Notice of Meetings, quorum, role of Special Resolutions, voting rights, minutes and run sheets.

## 18 GOLD MEMBER PRESENTATIONS

### Board Governance

Understanding the roles and responsibilities of Board members is essential for effective governance, making this presentation also particularly valuable for the induction of new board members. This 90-minute session offers practical training on organisational structure, relevant legislation, best practices, and useful tips, equipping leaders with the confidence they need to excel in their roles.

### Company Secretary

The presentation covers the essentials of proper Company Secretarial advice, foundational board administration, and compliance. It also highlights when to seek legal advice. The 90-minute presentation is designed for associations unable to engage ongoing professionals, it helps train and inform volunteers on the value of effective governance.

### Financial Fundamentals

Directors and managers benefit from this 90-minute presentation which explains accounting principles, processes, budgeting, roles and reporting and gives practical tips. For people without previous financial training, this presentation provides necessary knowledge and confirms the importance of financial stewardship.

### Single Entity, Federations, and Mergers

This 90-minute presentation explores the characteristics of single entities, best practices for federations, and merger processes. It helps associations evaluate whether their structure needs to evolve and provides guidance on managing successful mergers.

### Committees

Committees assist Boards with specific projects or functions. Committee members will learn about their roles and responsibilities, along with practical tips to ensure committee success. In this 90-minute presentation, topics will include the role of the chair, decision-making, and managing conflicts.

### Membership Retention and Growth

Gain practical advice on processes and strategies for retaining current members and attracting new ones. The 90-minute presentation will also share tips on engaging members effectively, along with insights on potential member services to help support growth.

### Risk Management

In this presentation, associations will learn effective risk management strategies and tools to help identify, assess, and mitigate risks. The 90-minute presentation will provide practical advice for ensuring the stability, reputation, and sustainability of your association in an uncertain environment.

- Membership enables all staff and directors to access member benefits
- Presentations are offered online. Separate charges apply for travel time and expenses for in-person presentations
- Proposals are available for other services and training
- Associations Forum is not a law firm
- All prices include GST
- Membership is valid for 12 months from the joining date
- Information and prices are valid until 31 December 2025.

# Membership Application Form



**BRONZE  
MEMBERSHIP  
\$800**

**SILVER  
MEMBERSHIP  
\$1600**

**GOLD  
MEMBERSHIP  
\$2400**

Information and prices are valid to 31 December 2025. All prices include GST. Please visit [www.associations.net.au](http://www.associations.net.au) for more information. Extra member benefits are available for purchase.

## ORGANISATION DETAILS

Organisation		
Postal Address		
Town/Suburb	State	Postcode
Main Switchboard (No)	Website	
Type of Association	Industry	
Organisational Structure	Mode of Incorporation	
Number of Members	Number of Staff (FTE)	

## ORGANISATION REPRESENTATIVES: (If you need to list additional names please attach details to this form)

Name (Main Contact)	Job Title
Email	Direct Phone
Name	Job Title
Email	Direct Phone
Name	Job Title
Email	Direct Phone

## MEMBERSHIP BENEFITS OF INTEREST TO YOUR ORGANISATION (Optional)

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## HOW DID YOU HEAR ABOUT ASSOCIATIONS FORUM?

E-Newsletter  Email Promotion  Magazine  Attended an Event  Search Engine  Word of Mouth  Social Media  Other

## METHOD OF PAYMENT

We wish to join as  Bronze  Silver  Gold

We wish to pay by cheque payable to **Associations Forum Pty Ltd**

Please invoice my organisation. Purchase Order No \_\_\_\_\_

Bank Transfers made payable to **Associations Forum Pty Ltd** Commonwealth Bank Artarmon NSW Branch Code 062 104 Account No 10110347

Please charge my  Visa  MasterCard  American Express

Card No \_\_\_\_\_

Name of Cardholder \_\_\_\_\_ Expiry Date / Signature \_\_\_\_\_

## COMPLETE AND RETURN THE APPLICATION FORM TO:

Associations Forum Pty Ltd ABN 53 105 365 160 PO Box 810, Artarmon, NSW Australia 1570 Ph: 02 9904 8200 Email: [membership@associations.net.au](mailto:membership@associations.net.au)

By completing this form, you agree to Associations Forum's Membership Terms and Conditions (available at [associations.net.au/membership/membership-terms-and-conditions.html](http://associations.net.au/membership/membership-terms-and-conditions.html))