

# 24 Benefits of Membership



## BRONZE MEMBERSHIP \$800

■ ■ ■ **ALL MEMBERS BENEFIT FROM ALL OPTIONS 1 - 8 INCLUSIVE:**

### 1 ASSOCIATION ADVICE HELPLINE

Associations Forum is able to assist with most day-to-day queries by offering reliable and practical advice. Our advisory team has over 100 combined years of hands-on association experience. We believe that running a membership-based organisation is assisted by having a reliable resource.

### 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 teleconferences and occasional face-to-face meetings. Typical topics include membership, communications, events, advocacy, governance and company secretarial. Participation is exclusive to Associations Forum members.

### 5 JOBS BOARD AND ROOMS FOR HIRE

Associations Forum members advertising vacancies receive discounts on our Jobs Board - a leading portal for association jobs. Jobs are promoted to thousands in e-Newsletters and job alerts. Also, our Rooms for Hire listings are discounted for Bronze members and free to Silver and Gold members.

### 6 RESOURCES TO HELP RUN YOUR ASSOCIATION

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

### 7 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.

### 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.

## SILVER MEMBERSHIP \$1600

■ ■ **SILVER AND GOLD MEMBERS ALSO RECEIVE ALL OPTIONS 9 - 16 INCLUSIVE:**

### 9 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 unusual situations and scenarios. Up to ninety minutes of verbal discussion and advice is available to assist on challenging issues.

### 10 BOARD EVALUATION SURVEY

Associations Forum's **Board Evaluation Survey** 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 and benchmark with other entities.

### 11 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 similar de-identified entities. Although associations cannot distribute dividends, this information assists them to make the profits required to survive and thrive.

### 12 CEO EVALUATION TOOL

Associations Forum has developed a simple customisable **CEO Evaluation Tool** to assist Boards in the vital task of CEO evaluation and constructive feedback. The outcome will reassure your volunteer-led Boards that it has the right person leading staff, member services, advocacy and achievement of plans.

### 13 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** uses our experience to advise whether a plan is practical, straightforward and useful in guiding both big picture, long term and day-to-day decisions.

### 14 NEW LEADER MENTORING

Associations Forum provides **New Leader Mentoring** to add confidence to a Chair, CEO or senior manager. Taking up a new responsible role can be a daunting project, hence having an independent association specialist to give context, knowledge and encouragement provides a timely boost to new leaders.

### 15 BOARD AGENDA AND MEETING REVIEW

External commentary on **Board Agendas** can inform an association about whether the agenda is too little, on target or over ambitious. Similarly, how an association runs its Board meeting can be improved by Associations Forum observing on the chairing, adherence to agenda, timing and other important matters.

### 16 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 though accessing 60 minutes of complimentary IR advice.

## GOLD MEMBERSHIP \$2400

■ **GOLD MEMBERS ALSO RECEIVE ONE OF OPTIONS 17 - 24 INCLUSIVE:**

### 17 CONSTITUTION REVIEW

Important governance documents benefit from a fresh set of eyes. Associations Forum's **Constitution Review** provides written feedback on constitutions, identifying matters for reconsideration such as clarity, membership definitions and Board composition. We can also be engaged to make changes or rewrite constitutions, policies or procedures.

### 18 BOARD GOVERNANCE PRESENTATION

It is crucial that Board directors, councillors and committee members know their roles and responsibilities so they can perform well and with confidence. Associations Forum's **Board Governance Presentation** is a highly respected practical training that includes structure, legislation, best practice processes and practical tips.

### 19 COMPANY SECRETARIAL PRESENTATION

Correct **Company Secretarial** advice is necessary for good governance. Board administration and compliance are the basis, yet a company secretary needs to give value added commentary including when legal advice is needed. As many associations cannot engage ongoing professionals, this presentation helps train and inform volunteers.

### 20 FINANCIAL FUNDAMENTALS PRESENTATION

Directors and managers benefit from **Financial Fundamentals 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.

### 21 SINGLE ENTITY, FEDERATIONS AND MERGERS PRESENTATION

Associations Forum's **Single Entity, Federations and Mergers Presentation** discusses characteristics of single entities, best practice in federations and processes for possible mergers. The way an association is structured at commencement may need to change, and mergers between like bodies can be successful if well managed.

### 22 COMMITTEES PRESENTATION

Associations Forum's **Committees Presentation** will assist committee members understand their role and responsibilities and provide practical tips to assist committees in achieving their aims. It will cover the context of committees within an association, the role of the chair, decision making and managing conflicts.

### 23 MINUTES OR POLICIES REVIEW

In isolation, an association will not know if their minutes or policies are suitable and appropriate. Our external review of minutes or policies will give knowledge as to whether changes are required to these key documents. Associations Forum can also be engaged to train on or redraft better minutes or policies.

### 24 MEMBERSHIP RETENTION AND GROWTH PRESENTATION

Associations need to retain current and increase the number of new members. **Membership Retention and Growth Presentation** gives Boards and staff practical advice on processes and strategies to advance membership - and tips on who should be engaged to achieve success. Associations Forum's analysis of the possible range of member services will be shared.

- Membership enables all staff and directors to access member benefits
- Presentations, reviews and mentoring are up to 90 minutes in delivery, analysis or advisory time
- Presentations can be delivered at in-person meetings or via video conference
- Travel time and expenses may be charged for presentations
- Proposals for other services and longer, more in-depth training are also available
- Associations Forum is not a law firm
- Membership for 12 months from the joining date
- All prices include GST
- Information and prices are valid to 31 December 2024

# Membership Application Form



**BRONZE  
MEMBERSHIP  
\$800**

**SILVER  
MEMBERSHIP  
\$1600**

**GOLD  
MEMBERSHIP  
\$2400**

Information and prices are valid to 31 December 2024. 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) \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

Type of Association \_\_\_\_\_ Industry \_\_\_\_\_

## 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)

\_\_\_\_\_

\_\_\_\_\_

## 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))