

## Adolescent and Family Counsellors Association Inc.

# Policies and Procedures

**Revised March 11<sup>th</sup> June 2010**

### **Membership fees:**

Membership fees are due on the 1<sup>st</sup> July each year. The fees must be paid before 30<sup>th</sup> September for members to be financial. An early bird fee applies if paid prior to August 30<sup>th</sup>.

The membership fees are payable as follows:

- \$50.00 per person if paid prior to August 30<sup>th</sup>.
- \$65.00 per person between August 30<sup>th</sup> and December 30<sup>th</sup>
- January to end of March \$32.50
- April to end financial year \$16.25
- Multiple AFC's in one service - \$50.00 (\$65.00) first two AFC's – subsequent AFC's \$25.00.
- These fees are non refundable.

### **Executive Meetings:**

The Executive Committee is comprised of a member from each region, who is elected at the Annual General Meeting. At the conference in 2001 two members from each region were elected as representatives to share the workload of the executive committee.

### **The positions on the Executive are:**

Chairperson, Vice Chairperson, Treasurer, Secretary, & Membership Officer.

### **Secretary:**

The Secretary will take on the responsibilities previously held by the public officer. As per Section 19 in the Constitution, the executive committee of AFCA will ensure a person is appointed as the secretary. The Secretary is responsible to the Department of Fair Trading for the proper maintenance of the necessary functions of Incorporation. These include holding of the Dept of Fair Trading Certificate of Incorporation; ensuring that Minutes of the AGM and Audited Financial Statements be sent to be Department of Fair Trading each year. As per AGM 2001 it was resolved that the annual statement from the Dept of Fair Trading needs two executive members to sign, being the Secretary and the Chairperson.

Job descriptions for these positions are attached.

At the 2000 AGM it was resolved that at least one member of the executive needs to continue for another year to provide continuity on the Executive.

**The general function of the Executive is:**

Overall responsibility for the running of AFCA  
Financial management of AFCA  
Develop policies and procedures of AFCA  
Where needed liaise with other Government and Non government organisations  
Provide a communication link with the Executive and the Regions  
Ensure that Regions meet on a regular basis  
Convene the AGM and Annual Conference  
Sub Committees to report back to the Executive through one of the Regional Representatives

The Executive meets quarterly at a central location decided on by the members of the Executive. More frequent meetings may be held by way of telephone conference.

Travel allowance is maximum of \$100 per person per meeting.  
Minutes of the Meetings to go on the website.

**Sub committees:**

Dealing with ongoing jobs that are part of AFCA  
Sub committees may be made up of one or more AFCA members  
Line of communication to the Executive through one of the Executive Committee members  
The subcommittees are:  
Workshop organising Committee  
Conference Committee  
Newsletter Editors

**Conference**

Annual Conference is run over 3 days, usually toward the end of the year (around August). At the 2000 AGM (Minute 6.2) it was resolved that the conference be organised by a region each year and located within the organising region. The conference will also be rotated each year alternating between a city and a rural location.

AGM held at conference. Included in AGM is  
Chairperson's Report  
Treasurers Report  
General Business  
New policies  
Election of new regional representatives  
Organise the Christmas Party

## **Finances**

Financial Year is 1<sup>st</sup> July to 30 June. Books to be audited before the Conference.  
Income from Membership fees and money made from workshops  
Use cheque requisition forms when making any petty cash claims.

## **Workshops:**

There will be one or more training days per year - discounts apply for AFCA members.

## **Newsletters:**

AFCA newsletters will evolve into the AFCA website and updated when relevant for all members to contribute to.

## **Orientation Package**

New members can be directed to the AFCA website where they can access relevant AFCA documents such as:

AFCA Information Brochure

Membership form

Job Contract for AFC

Job Description and Statement of Duties

AFC Employment policy

Code of Ethics

Constitution

Contact List

Suggested Awards.

Any other documents of AFCA approved by the AGM