

Member Communications Policy



Policy number	POL008	Version	A
Drafted by	FOP Australia Board	Approved by Board on	02/07/2019
Responsible person	FOP Australia Board	Scheduled review date	02/07/2022

INTRODUCTION

The members of FOP Australia are an important part of how the organization operates and makes decisions. The provisions dealing with members (including the application process, rights and obligations of members, the information to be included in the register of members and the circumstances under which a person will cease to be a member) are set out in FOP Australia's constitution.

PURPOSE

This policy clarifies how FOP Australia will communicate a number of matters to members (including membership acceptances, renewals, suspensions and removals) to ensure that the relevant communication complies with FOP Australia's constitution.

POLICY

To facilitate effective communication with members, FOP Australia must maintain a current register of members.

The process for communicating membership acceptances, renewals, suspensions and removals should be consistent and comply with FOP Australia's constitution.

In recognition that FOP Australia's goals and activities are national in nature, and in light of the fact that many members have limited ability to attend events or meetings in person, member communications (including giving of notices of Annual General Meetings) should be provided in a way that allows the equal participation of members regardless of their location. This includes using appropriate modes of communications and technology to give members the opportunity to voice their views and participate effectively in the decision making process

AUTHORISATION

02/07/2019

FOP Australia

Policies can be established or altered only by the Board: Procedures may be altered by the Board.

Member Communications Procedure



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RESPONSIBILITIES

The Secretary is responsible for maintaining FOP Australia's register of members. This role may be delegated to a Membership Officer.

The Board is responsible for confirming membership application acceptances in accordance with FOP Australia's constitution.

PROCESSES

New memberships

The Secretary must table at each Board meeting any new membership applications received since the last Board meeting.

A decision to admit new members will be decided by majority vote of the Board

Details of new members must be recorded as an accompanying tabled document with the endorsed board minutes.

After an individual is admitted by the Board as a member, the Secretary must, as soon as reasonably practicable and no later than one month after their admission:

- A. notify the applicant in writing of their admission as a member of FOP Australia;
- B. issue the new member with a receipt for their entrance and annual membership fee; and
- C. ensure the member register is updated to include relevant details of the new member as prescribed by FOP Australia's constitution.

Member Communications Procedure



Renewal of memberships

Before a member's annual membership fee is due, the Secretary must send a reminder letter to the member that specifies the deadline for payment of the membership fee as determined by the Board.

Member communications regarding meetings

All communications about member meetings must be in keeping with this policy, and FOP Australia's constitution/

Member communications regarding membership suspension or removal

Communications regarding membership suspensions or removals must be conducted in the manner prescribed by FOP Australia's constitution.

AUTHORISATION

02/07/2019

FOP Australia

EMERGENCY