

# Membership Guidelines

*The South Australian Local Government Financial Management Group (SALGFMG) is an active incorporated body which has over 200 members representing over 95% of all Councils.*

**Adopted 27 July 2018**





## **MEMBERSHIP GUIDELINES OF THE SOUTH AUSTRALIAN LOCAL GOVERNMENT FINANCIAL MANAGEMENT GROUP INC.**

<b>Date Adopted:</b>	27 July 2018
<b>Adopted By:</b>	SALGFMG Executive Committee
<b>Reviewed:</b>	June & July 2018
<b>Next Review:</b>	June 2019
<b>Responsibility:</b>	Executive Committee

### **1. Objectives**

These guidelines set out the principles and criteria with regard to membership categorisation for the South Australian Local Government Financial Management Group (SALGFMG). It outlines the process for appointment to the various categories of membership and the timing and format of information provided to members upon joining or appointment.

This policy complements but does not override the SALGFMG Constitution.

### **2. Guidelines**

#### **2.1 Membership Categories**

The SALGFMG has five categories of membership:

- Executive Committee Member
- Honorary Member
- Life Member
- New Member
- Renewing Member

#### **2.2 Membership Fees**

Membership fees include the following:

- New Member Joining Fee
- Annual Membership Renewal Fee

The fees are set each year by the General Meeting of the SALGFMG.



The annual membership fee and the joining fee are not applicable to honorary or life members.

Discount of 50% off the Membership Fee (not including the administration fee) applies to new members joining between March and August.

### 2.3 Membership Categories

The Membership Term is from 1 September to 31 August each year. Life and Honorary Members are not required to renew their membership annually.

- **Ordinary Member (New or Renewing Member)**

Criteria/Definition: A Member who is directly employed in the Local Government sector or has a professional interest in the sector.

Application to become a member can be made at any time by completing the new member application form on the SALGFMG website and making payment. Application to renew a membership can also be made by completing the renewing member application form at the end of the membership term (31 August) on the SALGFMG website and making payment. Members who are returning from extended leave can also renew their membership instead of taking out a new membership.

- **Executive Committee Member**

Criteria/Definition: Each individual must be a current member or life member and have completed a nomination form to serve on the Executive Committee prior to the Annual General Meeting.

Appointment of Executive Committee members is made by the Annual General Meeting of the SALGFMG each year. To be considered for appointment as an Executive Committee Member.

- **Honorary Member**

Criteria/Definition: Appointment as an honorary member is open to any individual who has made a significant contribution to the SALGFMG; both members and non-members are eligible.

Nomination to the Executive Committee regarding Honorary Member can be made by any current member via the relevant form available on the website. Appointment as an honorary member is made by resolution of the Executive Committee and is also announced at the next General Meeting.



- **Life Member**

Criteria/Definition: Eligibility for life membership is based on the following criteria:

- A Member who has rendered such services to the Group in an exemplary or long standing manner or who has provided special knowledge and experience to the group; and
- A total of 15 years served on the Executive Committee (does not need to be consecutive); or
- A total of 3 years served as President (does not need to be consecutive) – not awarded during the term of Presidency.

A maximum of two life members will be appointed each year and will be made at the General Meeting of the SALGFMG, upon recommendation by the Executive Committee.

## **2.4 Membership Information & Recognition**

Upon joining as a new member or appointment as an honorary or life member, each member will receive a membership pack.

- At the General Meeting or at the first subsequent meeting of the Executive Committee (if member is not present) Executive Committee members appointed at the General Meeting of the SALGFMG will receive a badge and certificate.

## **2.5 Membership Events and Subsidies**

- All members of the SALGFMG are entitled to attend the Annual General Meeting free of charge.
- Honorary members are not entitled to vote at general meetings.
- Membership discount to seminars or other organised events is applicable to all categories of membership.
- Conference subsidy of \$100 excluding GST per Council participant (Members only) is available for Councils that request the subsidy and are identified as being more than 100 kilometres from the conference venue.
- One free attendance to the end of year Conference is offered each year to at least one Regional Council (location >200km from Adelaide CBD). The selection process is based on specified criteria used and as recommended to the Executive Committee by the Membership Group.
- Reimbursement of 50% travel costs may be provided to members of the FMG Executive Committee when attending Executive Committee Meetings (and Workgroups) for travel >200km radius from Adelaide - CBD, based on appropriate documentation.



### 3. Membership Benefits Overview

The SALGFMG was established in 1989, and represents those working in or have an interest in financial management for Local Government in South Australia.

Whether a CEO, Manager or Finance Officer, being a member of the SALGFMG provides significant benefits to professional development, including:

- *Focus on Finance*, an e-newsletter which is produced regularly by the group up to four times a year;
- assistance and tools provided by the Group that assists Councils to comply with the requirements of the Local Government Act and any relevant legislation and regulations;
- advocacy and input into legislation, regulations and policies on behalf of the membership that will assist Councils to address the latest issues concerning Local Government financial management;
- two conferences per year at a subsidised rate;
- free attendance to the Group's Annual General Meeting and breakfast;
- access to information and research about best practice in Local Government financial management;
- access to publications and projects in relation to financial management topics; and
- networking with other Local Government finance professionals.

Further information about the group and its activities can be found on the FMG website:

[www.salgfmq.com.au](http://www.salgfmq.com.au)