

MEMBERSHIP CO-ORDINATOR'S REPORT

For Board Meeting 22/4/97

Specific Projects:

- further requests for renewal of membership sent this month as follows:
 - 27 unfinancial individual members from 1992/93 (with conference brochure and membership application form enclosed)
- set of labels and list of all members outside '02' phone area produced for Members Services Sub-Committee
- list of all members and telephone numbers produced and faxed to Conference Sub-Committee members

Stationery

- attached quotes for stationery from 3 city printers
- recommend approval of a "preferred printer" and approval for an immediate order of stationery (as per 'sample order')

Membership Certificate Proposal:

- revised draft Membership Certificate attached
- propose that quotes for re-design and printing of certificates be obtained from 3-4 printers (quote for say 300-500) or from selected "preferred printer"
- propose that Board prepare motion for next AGM proposing membership year be calendar year because simpler administratively, easier when printing stickers for annual update of certificates and may be simpler psychologically for members to remember when to renew (could be packaged so members renew for 1 year 9 months in March 1998 or avoid direct fee rise by keeping same fee for 9 months)
- propose that Board approve an organisational colour for use in certificate and all other stationery/publications (suggest green as it has been used in past ADRA publications and suggests images like 'new', 'fresh', 'clean', 'environmentally aware', gives a good contrast against white/cream and photocopies well (if dark enough))

Membership Status:

- financial members at 20/4/97:

individuals	105
organisations	21
reciprocal	7
<u>total</u>	<u>133</u>
- unfinancial members (1995/96 members):

individuals	65
organisations	9
<u>total</u>	<u>74</u>

ADRA STATIONERY

NO.	ITEM	COLOUR/PAPER	QUANTITY	QUOTE Kwik Kopy Market St.	QUOTE Allied Reprographics	QUOTE Double Six Printing
1	re-design/preparation of bromide in several sizes	black on white	1	?	\$300	
2	re-design/preparation of bromide in several sizes	dark green on white	1	?	\$400	
3	A4 letterhead	black on white paper	2500 sheets	\$165	\$158	\$170.80 inc. tax
4	A4 letterhead	dark green on white paper	2500 sheets	\$165 + PMS charge \$60 per order	\$195	\$225.70 inc. tax
5	A4 letterhead	dark green on cream, recycled or natural	2500 sheets	\$201 + PMS charge \$60 per order	\$237	\$250.10 inc. tax - cyclus 80 gsm recycle
6	'With Compliments' slips	black on white paper	500 sheets	\$48	\$72	\$58.56 inc. tax
7	'With Compliments' slips	dark green on white paper	500 sheets	\$48 + PMS charge \$60 per order	\$106	\$113.46 inc. tax
8	'With Compliments' slips	dark green on cream, recycled or natural	500 sheets	\$52 + PMS charge \$60 per order	\$110	\$134.20 inc. tax - cyclus 80 gsm recycle

9	DL envelopes	black on white paper	1500	\$183	\$194	\$146.40 inc. tax - s/seal
10	DL envelopes	dark green on white paper	1500	\$183 + PMS charge \$60 per order	\$223	\$201.30 inc. tax - s/seal
11	DL envelopes	dark green on cream, recycled or natural	1500		\$342	
12	banner (4m x 1m)	black on white canvas	1		\$850	
13	banner (4m x 1m)	dark green on white canvas	1		\$850	

SAMPLE ORDER (For comparison purposes only)

In black on white

2500 A4 letterhead
500 'With Compliments' slips
1500 DL envelopes

Big 6 = \$375.76
Kwik Kopy = \$396 + ?
Allied = \$724

In green on white

2500 A4 letterhead
500 'With Compliments' slips
1500 DL envelopes

Kwik Kopy = \$456 + ?
Big 6 = \$540.46
Allied = \$924

In green on recycled/cream/natural

2500 A4 letterhead
500 'With Compliments' slips
1500 DL envelopes

Allied = \$1089

With envelopes in green on white

Kwik Kopy = \$496 + ?
Big 6 = \$585.60

Australian Dispute Resolution Association Inc.

Certificate of Membership

.....
was registered as a Member of ADRA on



Established 1987

.....
Signed on behalf of the Board of the
Australian Dispute Resolution Association

.....
President, Australian Dispute Resolution Association Inc.

**Member
1997**

PROPOSAL FOR DISCUSSION

POLICY AND PROCEDURE MANUAL (THE ADRA BOARD HANDBOOK)

AIM

To clarify policy and procedure for Board Members, especially new Board Members, and all members generally.

To provide a central point of reference for decisions of the Board.

To provide an "Induction Manual" for new Board Members.

PURPOSE

- identify all policies approved by the Board
- identify all procedures for the functioning of the Board
- provide a "Statement of Duties" for all positions on the Board including:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Newsletter Co-ordinator
 - Membership Co-ordinator
- identify approved Sub-Committees of the Board and procedures for establishment and functioning of Sub-Committees

CONTENTS

- name and contact details of members of the Board
- Board Mission Statement
- "Statement of Duties" for all positions on the Board:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Newsletter Co-ordinator
 - Membership Co-ordinator
- procedures for functioning of Board Meetings
 - notice of agenda items and standing agenda items
 - circulation of agenda

- meeting procedure
 - circulation of minutes
- procedures for establishment and functioning of Sub-Committees
- approved Sub-Committees of the Board and members
- policy and procedures for approval of expenditure:
 - delegated expenditure limits for positions on the Board
 - expenses for which reimbursement may be claimed
 - procedure for reimbursement of expenditure or expenses
 - procedure for approval of expenditure in excess of delegation
- policy and procedures on public comment on behalf of ADRA
 - media releases
 - media interviews
- policy and procedures on correspondence and representations on behalf of ADRA
 - correspondence President delegated to sign
 - correspondence Secretary delegated to sign
 - correspondence Treasurer delegated to sign
 - correspondence Membership Co-ordinator delegated to sign
 - correspondence Newsletter Co-ordinator delegated to sign
- planning process (including annual planning timetable) and copy of latest Action Plan
- a formal record of decisions of the Board (is it possible to collate a complete set of all minutes of Board Meetings and go back over them to check on what decisions have been made, and with that information start a table which the Secretary could update when completing the minutes of each meeting of the decision and date on which made.)

NOTE

A handbook along these lines could form both a manual for current Board Members as well as an Induction Kit for new Board Members.

MATTERS FOR MENTION

ADRA Board Meeting 22/4/97

Attached are four advertisements which appeared in the Sydney Morning Herald and Telegraph during February/March.

Each of the positions involves some ADR related work. Several of the positions nominate minimum requirements for experience eg:

- Department of Fair Trading advertisement for 'Mediator' requires:
"Accreditation or relevant experience as a mediator"
- NSW Ombudsman advertisement for 'Complaints Officer' lists a desirable criteria as:
"Mediation skills"

Given the increasing number of positions being advertised in the area of dispute resolution, especially government sector employment, should ADRA be looking at the question of occupation requirements and accreditation?

Propose the following options:

1. conduct a survey of what vacancies are occurring (eg assign responsibility for checking newspapers every Wednesday and Saturday for dispute resolution related vacancies which could have the side benefit of providing a service to members)
2. write to employers advertising dispute resolution related vacancies and request clarification of how they are assessing the criteria and if relying on "accreditation" seeking to establish what "accreditation" the employer is relying upon
3. refer the issue to the Representations and Policy Sub-Committee (or establishing a new Accreditation Sub-Committee) with a view to developing a proposal and action plan for how the Association should seek to address the question of accreditation with the goal of being proactive rather than responsive
4. consider the Mediation Institute of Ireland as a model of 'best practice' in the issue of accreditation and take steps to implement a similar model within Australia
5. contact MAV and SADRA and any other formal or informal groups of ADR practitioners with a view to progressing one of the above options