



To advance the  
profession of editing

**THE IPED TRANSITION PLAN EXPLAINED**  
what you need to know to vote

**24 September 2015**

## INTRODUCTION

### 1. What is the vote about?

Members of all member societies of IPEd will vote, during October to early November, on whether their societies should approve the IPEd Transition Plan.

The intent of the IPEd Transition Plan is that IPEd will change its constitution to become the national, direct membership organisation representing Australian editors, and receive the members and funds of the member societies that approve the plan. The participating societies will become branches of IPEd, and continue to run their local activities much as they do now.

The new structure of IPEd, managed through a national office, will provide and administer a membership and event management system, and branches will be relieved of the administration of membership records, subscriptions, the editorial services directory or freelance register, and all accounting and banking work. A national executive officer will play a major role in advocating on behalf of, and representing, the national membership of editors to industry sectors and government.

### 2. It's easy to vote

The accompanying information that you will receive from your society tells you how, when and where you may vote on whether your society should approve the IPEd Transition Plan. Please read that information carefully, and then participate in the vote.

### 3. This document

This explanatory document explains the Transition – first at a summary level, then in more detail. So you may read as much as you need to understand the plan, its benefits and any risks.

The rest of this document contains:

- A. The Transition in summary
- B. The Transition in detail
- C. Financial aspects

### 4. White papers

The following white papers, on which this document is based, are available on the IPEd website at [IPEd Transition white papers](#):

- Principles of governance and operations
- Constitution
- By-laws
- Communication
- Membership
- Professional development
- Accounting and banking principles

## A. THE TRANSITION IN SUMMARY

### A.1 What is the Transition?

- Direct membership of IPEd, a national organisation with branches running their activity programs as at present
- A staged transition with essential administrative support functions for branches relating to membership, events, an editorial services directory (ESD), accounting and banking being implemented immediately, while other functions relating, for example, to professional development will evolve over time
- A comprehensive membership system for member records, subscription management, event registration, ESD, member emailing and newsletters
- A strong national voice for editors, with an active program of advocacy and representation to industry sectors and government
- Strong and consistent national voice in matters of advocacy.

### A.2 What will happen and when – the legal steps

October–November 2015

- Members of each society will vote on the Transition Plan.

17 November 2015

- IPEd Councillors, representing the member societies, will record their votes in an IPEd special general meeting and the result will be announced.

18 November–30 June 2016

- IPEd Council will announce the vote results.
- Societies will appoint the initial IPEd councillors, AB representatives and other committee members for their successor branches.
- Societies will transfer membership and assets to IPEd.
- Societies will initiate wind-up proceedings.
- IPEd Council will recruit national staff.

### A.3 The key reasons for the Transition

- IPEd as it stands lacks the capability to meet its objectives.
- Volunteer burnout is a major issue.
- The Transition Plan addresses these issues by enabling IPEd to:
  - advance the profession of editing with a strong united voice through a comprehensive advocacy plan and national communication with members
  - maintain and promote our national accreditation scheme and mentoring program
  - maintain and promote *Australian Standards for Editing Practice*
  - relieve branch committees of onerous administrative tasks through system efficiencies and national contract staff, enabling a focus on policies and programs
  - advance the quality, skills and expertise of its members with a wide-ranging and equitable professional development program.

### A.4 The new IPEd and branch structure

- Members will be direct members of IPEd, assigned to branches that replace their societies, with voting members having a vote in branch and IPEd general meetings.
- Branch members elect their committees, and branches appoint their councillors and Accreditation Board delegates.

## The IPEd Transition Plan explained

- Branches will operate much as the societies do, and may retain their society name.
- New branches and sub-branches may be formed.
- IPEd's council and committees will continue, with a new Membership committee.
- A contract Executive Officer, Membership Officer and Finance Officer will be added to the national staff.
- The Executive Officer will have a major advocacy role, and manage IPEd operations.

### A.5 Changes in IPEd functions and services

The Transition will enable IPEd to provide functions and services it is unable to provide at present:

- national advocacy and promotion of the profession to the publishing and other sectors that require editorial services
- reduction of volunteer burnout through administrative support staff and systems that relieve branches of the administration of membership, subscriptions, event registrations, freelance registers or editorial services directories, and accounting and banking
- nationally coordinated and equitable professional development
- a national editorial services directory.

### A.6 The transfer of members

- All members of participating societies become members of IPEd on the Transition Date, 1 July 2016.
- Societies members are automatically assigned the equivalent IPEd membership category and membership anniversary date.
- Society members will have credits against IPEd fees for any unexpired society subscriptions.
- IPEd membership fees for the 2016–17 financial year will be:
  - Professional \$180
  - Associate \$135
  - Student \$65
  - Corporate 2–3 editorial staff \$360
  - 4–6 editorial staff \$720
  - 7–10 editorial staff \$1260
- Concessional subscriptions will be available:
  - Retired or temporary leave (> 6 months) \$85
  - Concession-card holders \$65
  - Hardship \$65

### A.7 How will it all work?

- Initial branches will be formed from each present society.
- Membership records and responsibility for maintaining the system will transfer to national office.
- Each society will appoint the initial branch committee, IPEd councillor and Accreditation Board delegate for its successor branch.
- Branch committees will run their activity programs, as society committees do now. The national staff will relieve them of administering membership, subscriptions, event registrations, the ESD and accounting and banking.
- The Executive Officer will manage national staff, coordinate communication, advocacy and promotional programs, and develop strategy and plans with the council.

- IPEd's Finance Officer will guide branch committees in preparation of budgets and process their purchases and expenses.
- Branch committees will gradually cooperate with the national office and other branches to develop more coordinated policies and programs for professional development, newsletters etc.
- Branches will be able to propose the formation of sub-branches to serve more remote members.
- All voting members will have votes in both branch and IPEd general meetings. Technology such as webinars will be used to enable members across Australia to participate in and vote at IPE general meetings.

## A.8 What will change for members?

IPEd will provide:

- a stronger national voice in advancing the professional of editing
- consistency in membership categories and benefits, and increased promotion of accreditation and editorial standards
- the efficiencies of shared systems and resources, enabling adequate funding of standards development, training and mentoring
- relief from onerous administrative tasks, so reducing volunteer burnout and allowing a focus on policies and programs
- more equitable access to professional development and other IPEd-sponsored programs
- listing in, and access to, the national editorial services directory
- convenient member self-service for subscriptions, event registrations and the ESD
- improved communication, networking and sharing of ideas across the branches.

## A.9 Disadvantages and risks

**Loss of control of accumulated funds?** No, ultimately branches will be able to decide how much to transfer directly to IPEd and how much they may wish to reserve for branch control.

**Loss of identity and local culture?** Branches may choose to retain their society's name. Normal branch activities such as monthly meetings and training programs will still be under the control of the branch committees.

**Large branches subsidising smaller branches?** No, issues relating to the editing profession are not conditional on location and it is in the interest of all editors to strive towards equality of training, job opportunities and advocacy efforts, regardless of branch or location.

**What if my society doesn't approve the Transition Plan?** If the majority approve the plan, but your society does not, it will have the option to hold another vote or, failing this, individual members may choose to join IPEd as well as, or instead of, their own society.

**What if the Transition Plan is not voted in?** IPEd's reputation and voice could suffer, and the accreditation and standards programs could lose their perceived value.

## A.10 Consequences if the Plan is not approved

- IPEd and member societies would need to reconsider how current shortcomings can be addressed, not least its inadequate funding.
- It may be necessary to reassess the priority of core functions that can be undertaken with limited resources.

## B. THE TRANSITION IN DETAIL

### B.1 What is the Transition?

The main features of the Transition Plan are as follows:

- It provides an IPEd constitution that enables direct membership for editors, branches replacing their predecessor societies, and the ability to form sub-branches and special interest groups.
- It will take a gradual, staged approach to the transition to an IPEd direct membership, as a national professional association. The initial stage would include the essential elements to form the foundation for an IPEd that supports branches with a full range of administrative and professional support functions. Most importantly, this stage would provide for:
  - branches undertaking the functions of their predecessor societies, and running their activity programs in much the same way
  - contract national staff:
    - an executive officer to advocate on behalf of, and represent, the member editors to industry sectors and government and manage IPEd's operations
    - a membership officer to administer membership and the editorial services directory
    - a finance officer handling all accounting and banking
    - a contract secretary (as at present)
    - a contract communication officer (as at present)
  - a centralised and comprehensive membership system, providing membership records, subscriptions management, an editorial services directory, and event registration and records, , administered by contract staff, thus relieving branch committees from those tasks
  - centralised accounting and banking, so that branch committees are relieved of all income collection, submitting invoices and expense claims to the national office for payment and accounting.
- Those national functions and services would provide:
  - a strong national voice and image for editors
  - a single membership structure
  - event management and registration
  - a national editorial services directory
  - a national membership database and functions enabling national and branch newsletters
  - efficient access to members-only information
  - very efficient financial management.
- IPEd would continue to provide existing functions and services, including the accreditation scheme and standards development.
- The governance principles, framed in the constitution and by-laws, would provide branches with a great deal of flexibility in running their activities to suit their members and the local environment.

After the initial stage, other activities related to communication and professional development will gradually evolve into more centralised cohesive programs.

## B.2 What will happen and when – the legal steps

Your society's information will provide the details of how you may vote.

To approve the Transition Plan, each member society of IPEd must vote on special resolutions that:

- approve the Plan
- provide that, if the Plan is approved by societies who together represent at least 75% of all society members, the society will transfer its members and assets to IPEd
- agree that if the Transition Plan is approved and implemented, the society will make the application required by their state or territory legislation to cancel its incorporation or voluntarily wind up.

The process will be as described below.

### *Step 1: Individual society members vote*

Each society will hold a vote on special resolutions in accordance with their constitution and governing legislation. Your society's information accompanying this document explains how and when you may vote. For a society to approve the Transition Plan, at least 75% of the member votes cast must be for approval.

### *Step 2: IPEd member societies take their societies' vote results to an IPEd SGM*

When your society's voting results are declared, the society will vote accordingly at an IPEd special general meeting, scheduled for 17 November. At that meeting, a special resolution will be moved. This resolution will provide:

*That the member societies of IPEd approve the IPEd Transition Plan, and agree that the necessary revised constitution shall come into effect on 1 July 2016, which will be the Transition Date.*

Each member society will, according to the current IPEd constitution, be allocated a number of votes according to the proportion that its membership is of the membership of all societies. The formula used is:

*(Number of society members as at 31 May 2015) divided by 15*

On 31 May 2015, the total membership of all societies was 1584. Divided by 15 and rounded means the total number of society votes is 106. The votes allocated to each society will be:

	<u>Members as at 31/05/2015</u>	<u>IPEd votes</u>
CSE	180	12
NSW	354	24
Qld	270	18
SA	115	8
Tas	28	2
Vic	560	37
WA	76	5
<b>TOTAL</b>	<b>1583</b>	<b>106</b>

To pass, the IPEd special resolution must have votes in favour that are at least 75% of 106; that is, 80 votes or more.

### **Step 3: The Transition Period**

If the IPEd special resolution passes, the societies that vote for the Transition Plan (the ‘participating societies’) will have the period from 18 November 2015 till 30 June 2016 to prepare for the transition to becoming a branch of the restructured IPEd. This would include preparing to provide membership data to IPEd for import to the membership system, electing the initial committee members for their successor branch, and deciding on an initial IPEd councillor and Accreditation Board delegate for the branch. Societies will also decide the proportion, if any, of their surplus funds that are to be reserved for uses determined by their successor branch.

During the transition period, IPEd would advertise for and select the additional contract staff required, set up the contracts for the membership system, and coordinate with the societies the definition of the required membership data.

During the transition period, societies that voted against the Transition Plan will have the opportunity to decide whether to hold a second vote on the Transition Plan. This is because, with the knowledge that other societies and IPEd are proceeding to implement the plan, members may wish to change their minds. If they do hold a second vote and approve the plan, they will become participating societies and prepare for the transition.

### **Step 4: Transition date and beyond**

On the Transition Date, 1 July 2016, societies that have not approved the Plan will no longer be eligible for IPEd membership. Individual members of such societies could apply for membership, selecting an existing branch or being allocated to a holding branch.

Participating societies will continue as members of IPEd, but solely to complete the transfer of their membership records to IPEd, and to complete the transfer of all funds and other assets to IPEd, with physical assets remaining in the control of the branches.

The branch committees elected by their society prior to the Transition Date will take over the running of their branches, and become familiar with working with the national staff and processes.

The IPEd councillors appointed by the participating societies for the initial branches will hold initial meetings and coordinate with the national staff.

## **B.3 The key reasons for the Transition**

This proposal is the product of the review of IPEd begun in August 2012 as a result of serious concerns about lack of finance and volunteer burnout within IPEd and the society committees. A small Phase One Working Party surveyed the societies and identified the belief that IPEd had an important national role, but needed to change in order to fulfil this role.

This review listed six key functions of IPEd:

1. to maintain a viable national accreditation scheme
2. to maintain *Australian Standards of Editing Practice* (the *Standards*)
3. to promote the national accreditation scheme and the *Standards* to editors and industry
4. to promote the editing profession nationally
5. to advance the quality, skills and expertise of members of the editing profession
6. to ensure that national issues of relevance to the editing profession are responded to.

IPEd as it now stands lacks the current and future capacity to meet all six functions. There is a risk that, without adequate advocacy and representation, the value of accreditation and the national standards would be depreciated, and the position of editors in the rapidly changing publishing and media industry sectors much weakened.

## The IPEd Transition Plan explained

The IPEd review working parties came to the conclusion that not only did IPEd's funding need to be increased, but IPEd as a national direct membership body representing editors would have a much stronger voice and a clearer image. Also, by IPEd providing effective and efficient administrative systems and support, the reliance on volunteers would be greatly reduced. The efficiency of those systems and services would enable IPEd to provide systems and services that most societies could not afford individually.

The Transition Plan addresses those issues as described below.

### *Advocacy and representation*

This Plan proposes that an Executive Officer (EO) be appointed. The EO's role would have a major focus on advocating on behalf of editors, representing IPEd's member to the relevant industry sectors and to government. Experience in this role would be an important criterion for selection. The EO would work with IPEd Council and branch committees to develop advocacy strategy and programs, and a supporting promotion program.

The EO's work would be supported by the IPEd Communication Officer (CO), a communication professional of considerable experience.

An important aspect of advocacy and representation in IPEd direct membership is that, as a national body with branches, IPEd would have a stronger voice and image. Membership criteria and professional standards would be consistent across all branches, and IPEd would speak directly on behalf of all members.

### *Accreditation and Standards*

The IPEd Accreditation Board has done outstanding work in developing and running the accreditation program, and would continue that function. While not all editors seek to be accredited, it is a very important aspect of providing to employers and clients a reliable indicator of editorial competence in applying the *Standards*.

The maintenance and further development of editing standards are also vital for the image and perceived value of professional editors.

The accreditation and *Standards* programs must be supported by an active program of advocacy and promotion. The IPEd Transition Plan includes that support.

### *Volunteer burnout*

Most societies, especially the smaller ones, have difficulty in finding and keeping volunteers for committee roles, especially for the more onerous tasks: administering membership and subscriptions, event registrations, income and expense processing and records, and accounting and banking.

The initial implementation stage of the Transition Plan directly addresses this issue. It provides for a Membership Officer administering an online membership system. This system, already used by Editors Victoria, provides and encourages member self-service for:

- joining, renewing and paying membership subscriptions
- maintaining membership record details such as contact information
- registering and paying for events (meetings and training courses)
- subscribing for and creating and maintaining entries in the editorial services directory (or freelance register).

The membership and event management system allows online payment of subscription and event fees by credit or debit card, or payment by BPay, EFT or cheque. The system also provides for access by branch officers for reports, and individual and bulk email and newsletter distribution to members.

The Transition Plan also provides a Finance Officer who would manage all income and expense processing, accounting and banking. Regular reports would be provided to the branch committees.

#### *Later stages of IPEd development*

With the foundation provided by the initial stage of implementing IPEd as a national direct membership professional body, there would be opportunity for IPEd and its members to further develop its functions and services.

IPEd and the branches could cooperate to plan the migration to a single IPEd website with branch sections and discussion forums, which would become the main IPEd communication channel.

Professional development (training and mentoring) could be supported by a national Professional Development Officer, coordinating and supporting the development of alternative methods of delivery of courses and workshops.

### **B.4 The new IPEd and branch structure**

The major change in the structure and governance of IPEd would be that all members would become direct members of the organisation, assigned to branches that replaced their predecessor societies. Members from a region that did not have a branch could be assigned to another branch or a holding branch until a branch or sub-branch was formed. All IPEd voting members would have a vote at IPEd general meetings.

Branches would operate much as the societies do today, except for being relieved of the administrative tasks discussed in the previous section. Branches could optionally retain their society name. Branches would continue to appoint councillors and Accreditation Board delegates.

IPEd could form additional branches. Branches could request the formation of sub-branches to serve members who were more physically remote.

IPEd's national structure would retain the existing standing committees: the Accreditation Board, Communication, Finance and Risk Management, and Professional Development. A Membership committee would be formed to oversee membership policy. The Secretary would continue to support the Council and act as Company Secretary.

The significant national change would be the contracting of additional staff officers. The Executive Officer would manage the national office, and have the advocacy responsibility previously described. A Membership Officer and Finance Officer would join the Communication Officer and Secretary.

### **B.5 Changes in IPEd functions and services**

The significant changes in IPEd functions and services in stage 1 of the transition would be:

- adding the EO's role in advocacy and representation as a major focus of their responsibilities
- adding the Membership Officer and support systems, and relieving branches of the administration of membership, subscriptions, event registrations and the ESD
- developing strong centralised communication channels to keep all members fully informed of activities, plans and relevant external news and information
- adding the Finance Officer, with branches being relieved of all income and expense processing and payments, accounting and banking tasks
- providing additional funding for promotion of IPEd members and services.

How these would work is described in Section 9 below.

## **B.6 The transfer of members**

On the Transition Date, all members of the participating societies will automatically be entitled to membership of IPEd, with the equivalent membership category defined in the Membership white paper. Members could then apply to change to a different category if they met the category criteria.

The participating societies will provide files of membership records, in a format that will be agreed with the software supplier, towards the end of the Transition Period. That will mean that the members have active membership records on the Transition Date.

Members will have the same membership anniversary date in IPEd as they did in their society. For example, a member whose society subscription was due for renewal on 1 July 2016 will have the same renewal date in IPEd.

Members whose society membership subscription term runs until any date after the Transition Date will carry a credit for the unexpired portion of their term. That credit will be applied against the IPEd subscription fee for the period until their subscription anniversary date. For example, a member whose society subscription was due for renewal on 1 January 2017, having paid a society fee of \$150, will have a \$75 credit against the IPEd subscription for the remaining six months of their term. If the annual IPEd fee for their category were \$180, the fee for the six months would be \$90 less the \$75 credit, and their IPEd fee until 1 January 2017 would be \$15.

The table below shows the IPEd membership categories, criteria and fees. Full details of criteria and documentation required is contained in the Membership structure white paper, and will be confirmed in Membership policies.

The IPEd Transition Plan explained

*Membership categories*

Classification	Category	Subscription fee	Criteria	Documentation
Voting member	Professional	\$180	IPEd Accredited Editor, <b>or</b>	Checked against IPEd register
			An <b>eligible qualification</b> , and cumulative work experience equivalent to one year of full-time professional editing, and continuation of substantial and regular work as a professional editor, <b>or</b>	Documentation of eligible qualification Curriculum vitae Two work-related references
			Cumulative work experience equivalent to two years of full-time professional editing, and continuation of substantial and regular work as a professional editor	Curriculum vitae Two work-related references
Voting member	Honorary Life	Nil	Members who have made significant contributions to their branch, to IPEd or the editing profession, nominated by two Voting members and endorsed by 75% of members present at any branch general meeting and endorsed by IPEd Council, or nominated by IPEd Council and endorsed by that member's branch	Statement of eligibility from those members submitting the nomination
Non-voting	Associate	\$135	Anyone with an interest in editing and publishing, <b>or</b> A person whose work includes an element of editing, but who does not meet Professional criteria, including substantial, regular and ongoing editorial work	None
Non-voting	Student	\$65	Any student, full time or part time, enrolled in an <b>eligible course</b> , and who is not eligible for Professional membership	Proof of current enrolment (not a student card) Curriculum vitae
Non-voting	Corporate	2-3 editorial staff \$360 4-6 editorial staff \$720 7-10 editorial staff \$1260	Publishing companies and other businesses and organisations that support the aims of IPEd	Documentation of the number of editors employed or under contract in-house in Australia

### **Concessional subscriptions**

The following concessional subscriptions would be available:

- Retired members, or those on at least six months leave: \$85
- Concession-card holders (eligible concession cards): \$65
- Hardship (considered on a case-by-case basis): \$65

Members applying for these subscriptions will need to submit a signed declaration, and a copy of their concession card if applicable. Details are provided in the Membership structure white paper, and will be confirmed in Membership policies.

## **B.7 How will it all work?**

### **Branch operation**

Initially, a branch will be formed for each participating society. Each member of IPEd will be assigned to one branch, by default the branch that replaces their society. Members could transfer to another branch.

Members of categories in the voting classification may vote at both branch general meetings and IPEd general meetings. Members can participate in the events of other branches, but not vote in those branches.

The initial committee of each branch will be elected by its predecessor society members, and the society will also appoint the initial branch IPEd councillor, alternate councillor, if desired, and Accreditation Board delegate. Subsequently, as with current societies, branch members will elect their committee. Branch committees will be able to appoint their IPEd councillor, an alternate councillor and an Accreditation Board delegate after the term of the initial council.

Branch committees will plan and manage the branch activity program, as they do now. They will prepare annual budgets. Branches will be relieved of the tasks of administering membership records, subscription renewals and payments, the editorial services directory (ESD), event registrations, the payment of suppliers and other expenses, and accounting and banking. The national office staff will do all of those tasks, while branch committees will have access to information and reports on membership, event bookings, ESD subscribers, and branch financial reports.

IPEd will continue the subsidisation of branch training and mentorship programs, with the aim of making these services as equally accessible as possible across all branches.

Branches will be able to propose the formation of sub-branches to serve more remote members.

### **Membership system, events and the ESD**

The membership system has an online member portal, through which:

- new members may apply and provide documentation
- existing members may review and update their details
- members may renew subscriptions
- book and pay for events
- subscribe to the ESD (if eligible) and enter and maintain their directory entry
- pay outstanding subscriptions and invoices
- access members-only information.

In the initial stage of IPEd's operation as a direct membership organisation, IPEd and the branches will retain their existing websites, each of which will have links to the membership system for the functions above. Branch websites will be rebranded to reflect the IPEd relationship, but branches will have the option to retain their society's name. The membership system pages, already used by Editors Victoria, will be rebranded as an IPEd system. However, as the website will be the primary information channel for IPEd members, the Communication Officer will prioritise the migration of relevant information from branch sites.

### *Accounting and banking*

The IPEd national office will do all accounting and banking. All income will go into the IPEd bank account. Branches, as they incur expenses for the committee and branch activities, will email approved invoices and expense claims to the national finance officer for payment.

IPEd has a delegated financial authority policy, with approval limits for branches, the executive officer and the council. Those limits will be maintained at levels that ensure that all usual branch expenses can be approved by the branch committee.

The finance officer and accounting system will provide regular and ad hoc financial reports to the council and to branch committees, including actual income and expenses compared with those budgeted.

### *The IPEd Council and the Executive Officer*

The IPEd Council will continue to operate as it does now, except that day-to-day management of IPEd's operations will be delegated to the Executive Officer (EO). The EO will manage the contract staff of the national office. The main responsibilities of the EO during the initial year of operation will be to:

- maintain open communication with branch committees, so that IPEd's procedures and systems are most effective in supporting the branches
- work with the council and branch presidents to promote the new body to the publishing and media sectors and government
- work with the council to plan an ongoing advocacy and representation program to establish IPEd as a strong national voice for editors
- lead the planning of further stages in the development of IPEd services and functions for members.

### *IPEd general meetings*

With direct membership, the nature of members' general meetings and decision-making will be very different. Every member of a category in the voting classification will have a direct vote in general meetings and ballots. Members, according to the constitution, will be able to bring business before general meetings.

With a national membership, alternative methods of holding general meetings will be necessary. These are likely to include webinars, and arrangements that allow both individuals and groups of members at multiple locations to participate in general meetings. Electronic ballots will also be useful in ensuring the broadest participation in voting in an efficient manner.

## **B.8 What will change for members?**

The significant changes for members of IPEd, compared with society membership, will be:

- IPEd will have a more prominent image and a stronger voice on behalf of editors, through advocacy and representation programs.

- Member editors will benefit through IPEd providing consistency in membership criteria, promotion of accreditation, and editorial and ethical standards.
- Through the efficiencies of shared, national systems and services, IPEd will be able to provide adequate funding of standards development and maintenance, training and mentoring.
- IPEd will provide more equal services, including equity of access to services across the branches.
- The national editorial services directory will be more prominent and better promoted.
- The membership system will enable convenient self-service to members for subscriptions, event registration and the ESD.
- Through national support and services, branch members will be relieved of the more onerous administrative tasks, resulting in less volunteer burnout.
- The national body and communication services will enable greater communication, networking and sharing of ideas across the branches.

## **B.9 Disadvantages and risks**

Most disadvantages and risks of the IPEd Transition plan for members are largely matters of perception.

Some members of societies that have accumulated surplus funds might not wish to lose control of them. Funds contributed by the former societies would be important in building a strong national organisation that properly represents its members. Societies would have the option to reserve some of their accumulated funds for purposes to be determined by the successor branch.

Some society members may feel that, by becoming members of the national organisation, they would lose the identity and culture of their society. In developing the Transition Plan, care has been taken to leave branch committees the flexibility to run local activities as they do now, while being supported by better systems and national administrative support. With centralised membership and strong communication, branches will, over time, work more closely and develop better networks than has been possible with the current structure.

Members of larger branches may feel they are at a disadvantage because IPEd has a policy to subsidise professional development, particularly for smaller branches. The aim will in fact be to encourage broader access to all training and mentoring activities, and develop alternative delivery methods, such as webinars, that will provide all members with access to more professional development, regardless of location.

There is a risk that, if a sufficient number of societies approve the Transition Plan, and it goes ahead, some societies might not approve the Plan and cease to be members of IPEd. Any society, in that circumstance, would have the option to reconsider their decision. If they maintain their disapproval, individual members of such a society could choose to join the new IPEd.

Finally, there is also the chance, not insignificant, that not enough societies' members vote in favour of the plan, and it fails to be approved. That would leave IPEd with the same issues as it has presently. It could also damage IPEd's reputation and standing. In that case, IPEd and the societies would need to reconsider other options. This circumstance is discussed further in section B.10, Consequences if the Plan is not approved.

## **B.10 Consequences if the Plan is not approved**

If the IPEd Transition Plan is not approved, IPEd and the societies will need to reconsider how the current shortcomings and issues in IPEd's operation can be addressed, not least of which would be the inadequate funding for the core functions of IPEd.

## The IPEd Transition Plan explained

Not all of the work done by the five IPEd working parties during the IPEd review will have been in vain. This work has provided a great deal of insight into the functions and relationships of the societies and IPEd. How this knowledge is then applied for the betterment of IPEd and the societies will be a matter for further negotiation.

## C. FINANCIAL OVERVIEW

An indicative budget for the financial year 1 July 2016 – 30 June 2017 is summarised below. An accreditation exam is not planned for the financial year. The expense portion of the budget was developed from the historical financial results of the current IPEd, with the addition of the costs of the additional contract staff, the membership system and other national systems. To that was added the costs of branch activities, based on financial information for the current societies.

For income, the membership makeup of the current societies (member numbers by category) and the proposed IPEd membership fees were used. Then, 75% of that income was taken as the membership fee income for IPEd in the financial year. This is to provide a conservative income projection, allowing for the possibility that not all societies may vote to participate in the new IPEd, and there may be some attrition in participating society membership. If most societies participate in the transition, and most society members retain IPEd membership, income would increase.

<b>INCOME</b>		
<b>Accreditation income</b>		<b>\$7,200</b>
<b>Other IPEd income</b>		
> Bank Interest	\$5,000	
> Membership fees	\$182,086	
> Editorial Services Directory	\$16,000	
> Copyright and other	\$2,000	
> Branch meetings	\$9,000	
> Branch Prof. development	\$125,250	
<b>Total Other IPEd income</b>		<b>\$339,336</b>
<b>Total Income</b>		<b>\$346,536</b>
<b>LESS OPERATING EXPENSES</b>		
<b>Accreditation expense</b>		<b>\$14,200</b>
<b>Branches</b>		
> Branch committees	\$35,000	
> Branch general	\$20,000	
> Branch meetings	\$13,250	
<b>Total Branch expense</b>		<b>\$68,250</b>
<b>Communication</b>		
> Communication officer	\$14,400	
> Website manager	\$7,200	
> Other communication	\$4,000	
<b>Total communication expense</b>		<b>\$25,600</b>
<b>Council</b>		
> Council expenses	\$7,600	
> Company Secretary	\$20,000	
<b>Total Council expense</b>		<b>\$27,600</b>
<b>General &amp; finance</b>		<b>\$10,800</b>
<b>National office</b>		
> Executive officer	\$28,500	
> Membership Officer	\$18,000	

The IPEd Transition Plan explained

> Finance officer	\$15,000	
> Other national office expense	\$2,500	
<b>Total national office</b>		<b>\$64,000</b>
<b>Professional development</b>		
> Branch training	\$100,336	
> Mentoring expense	\$5,000	
> Branch PD subsidies	\$9,000	
<b>Total PD</b>		<b>\$114,336</b>
<b>Systems</b>		<b>\$8,280</b>
<b>Promotion</b>		
> Advertising	\$3,000	
> Awards & prizes	\$5,000	
<b>Total Promotion</b>		<b>\$8,000</b>
<b>Working parties</b>		<b>\$600</b>
<b><u>Total Operating Expenses</u></b>		<b><u>\$341,666</u></b>
<b><u>Net Surplus/Deficit</u></b>		<b><u>\$4,870</u></b>