

## TRANSITION FAQs

### What are the annual fees for membership of IPEd from 1 July 2016?

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:	
Retired or temporary leave (> 6 months)	\$85
Concession-card holders	\$65
Hardship	\$65
Editors Directory listing	\$40

### When does my membership year run from/to?

You will have the same membership renewal date in IPEd as you did in your society. For example, if your society subscription is due for renewal on 5 April each year, you will have the same renewal date in IPEd. If you became a new member in 2015–16 your Society may have decided to keep your actual joining date for your renewal. Check with your membership officer if you are unsure.

### What is a top-up fee?

The societies that have agreed to direct membership will transfer their members to IPEd from 1 July. If you have an unexpired portion of your membership at that date those funds will be credited to your account but the new fee may be higher, requiring a top-up for the period after 1 July. See below for how this will be calculated.

### How will I know how much to pay as a top-up fee this year?

Soon after 1 July, you will be sent an invoice, with payment instructions.

### How is the membership top-up fee calculated?

If your society membership term runs until any date after 1 July 2016, you will receive a credit against the IPEd subscription fee for the unexpired portion of your membership. You will need to pay a pro-rata top-up fee to make up the balance of the IPEd subscription for the year, which is the period until your membership anniversary date. Your invoice will indicate the top-up fee.

For example, if your society subscription was due for renewal on 1 January 2017 and you had paid a society fee of \$150, you would have a \$75 credit against your IPEd subscription for the remaining six months of your membership term. If the annual IPEd fee for your category

were \$180, the fee for the six months would be \$90 less the \$75 credit, and your IPEd top-up fee until 1 January 2017 would be \$15.

If your subscription is due on 1 July 2016, you will receive a renewal notice for the full annual IPEd fee for your IPEd membership category, as in the table above.

### **When do I have to pay by?**

Your fees are payable within 30 days of the due date. If your fee is not paid by that date, your membership will be suspended until the fee is paid. After 90 days you will be deemed to have resigned and your membership will be recorded as inactive.

### **Will I receive instructions on how to access the new payment system?**

You will receive an email containing your Member Code, and attaching a guide to registering for and using the member portal, including paying online.

### **How will the new online membership system work?**

The new membership system will have an online member portal, linked to the IPEd website.

If you are not yet a member of IPEd, you will be able to apply for membership and provide documentation to support your application via the portal.

If you are an existing member, you will be able to use the portal to:

- review and update your details
- renew subscriptions
- book and pay for events
- subscribe to the Editors Directory (ED), if eligible, and enter and maintain your directory entry
- pay outstanding subscriptions and invoices
- access members-only information.

### **What will happen to my membership records at transition?**

The participating societies will provide your membership records to IPEd shortly before transition. This means that you will have active membership records on 1 July.

### **Can I join IPEd if my society has not voted to become a branch?**

Yes. If your society has not and/or does not vote to become a branch of IPEd, you may choose to join IPEd as well as, or instead of, your own society. You will be able to do this through the IPEd website and membership system, selecting an existing branch to join or being allocated to a holding branch until a new branch or sub-branch is formed.

You will be able to join with the IPEd membership category equivalent to your society membership type. IPEd will publish a table of membership category equivalences on the website.

As your society will not have transferred any funds to IPEd for your membership, you will need to pay the full IPEd membership fee.

### **Will there be a national Editors Directory (ED), and what will it look like?**

Yes, there will be a national ED. It will be 'housed' within the membership system and accessible through the IPEd website. Those seeking an editor will be able to find editors using search criteria such as national or state, types of editing services provided and subject specialties. When the new ED has been set up, details will be made available to all society members. You will be able to edit your entry through the membership system.

Since it may take some time for some societies' ED entries to be fully set up on the IPEd system, it is intended that the branches will keep their existing ED on their websites until the set-up is complete.

Fees for a listing on a branch ED or freelance register will be \$40 for the year and there will be no further charge for a listing on the national ED once this is created.

### **How will professional development such as workshops be affected by transition?**

Branch committees will plan and manage the branch activity program, as they do now. However, you will book and pay for events via the new registration system on the national website.

Until a comprehensive IPEd website, with branch sections, is developed, branch PD activities will be advertised on the existing branch (society) websites, and also on the national website.

After the transition is complete and IPEd as a direct membership body is running smoothly, the Council, branch committees and national staff will be able to plan and implement national support for professional development in a phased manner.

### **Will there be a national newsletter and website?**

From 1 July, national communication to all members will be provided by email and IPEd Notes. The membership system includes a comprehensive email and newsletter function. Branches will be able to start using this system to send branch newsletters and notices as soon as they are familiar with the system. In the interim, they can use the email system to distribute documents, including newsletters and notices.

Initially, IPEd and the branches will retain their existing websites, with the branch websites rebranded to reflect the IPEd relationship and links to the national membership system for subscriptions, event bookings and other such functions.

Once IPEd direct membership is established, plans for a national, integrated website with branch sections will be developed and implemented in phases.

### **Will my society have to change its name at transition?**

Branches can retain their society's name at transition if they wish to do so. They will just need to add 'a branch of IPEd' after the branch name, and change the society logo accordingly.

### **How will transition to the new model relieve the workload of my society's committee?**

Branches will no longer be involved in managing membership records or in treasury tasks. Their only financial task will be to develop budgets for branch activities and approve branch expenses.

The treasury function, membership and event registration functions are the heaviest workloads in most societies. In order to continue their society's local activities, branches will run their meeting and professional development (PD) programs to suit their membership. These tasks are lightened by the event management system. Once IPEd direct membership is established, additional support will be able to be provided for PD and the websites.

### **How will I benefit from being a member of IPEd**

As a member of IPEd, you will:

- have the support of a national organisation for Australian editors that will advocate for issues such as rates of pay, employment conditions and raising the profile of editors in our industry

- have access to professional development programs across Australia, both through branch workshops in the member states and also online training via webinars
- be able to renew your membership, book events and update your details quickly and easily through our new online membership portal
- be able to advertise your services nationally as well as by state, via a new centralised Editors Directory (for professional members only)
- have access to the National Mentoring Program, which offers members a two-way learning experience as either a mentor or a mentee
- be eligible for discounted registration fees for the national accreditation exam and for professional development provided by any branch
- be offered discounted rates for training events held by our international partners, such as the Society for Editors and Proofreaders (SfEP) in the UK
- receive job advertisements and industry news, nationally and by state, via regular email communication and newsletters
- be informed of editing prize and scholarship opportunities
- enjoy discounted rates for the IPEd national editors' conference, held every two years
- have access to other member-only resources on the national website, including papers from past conferences, articles about editing and IPEd's brochure on editing
- be eligible to take out professional indemnity insurance and/or public liability insurance (should you need it) at a discounted rate.