

# AIQS INTERNATIONAL CHAPTER COUNCIL OPERATING GUIDELINES

JUNE 2024

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*These International Chapter Operating Guidelines must be read in conjunction with the Institute's Constitution and By-Laws. All International Chapter Region Councillors are expected to be familiar with the Institute's rules.*

## 1. INTERNATIONAL CHAPTER STRUCTURE

The International Chapter is arranged into two regions: Region 1 and Region 2.

They include the following countries:

Region 1	Region 2
China	United Arab Emirates
Hong Kong	Qatar
Taiwan	Israel
Japan	Yemen
Malaysia	Oman
Indonesia	Bahrain
Philippines	Kuwait
Brunei	Jordan
Singapore	Egypt
Thailand	India
Vietnam	Sri Lanka
Laos	Saudi Arabia
Kampuchea	Lebanon
Myanmar	Bangladesh
Mongolia	Nepal
South Korea	Pakistan
	Bhutan

All current and future members residing in the countries listed under each of the International Chapter Regions will be members of the International Chapter and will be attached to the applicable International Chapter Region (e.g. A member residing in Qatar will be attached to Region 2 of the International Chapter).

All other members residing outside of the International Chapter regions countries listed above and outside of Australia and its Territories, will be members of the NSW Chapter.

## 2. GOVERNANCE & ADMINISTRATION

In order to more suitably focus the Institute's resources in identifiable growth areas, the International Chapter's operations will be targeted at two specific regions, Asia, and Middle East & North Africa.

The approach has been to restructure the governance of the International Chapter by devolving the functions and responsibilities of the International Chapter to the two International Chapter Regions.

This will mean that the only function of the International Chapter will be the election of its two Directors.

In accordance with By-Law 44, the International Chapter will not have a Chapter Council. All other functions that would normally be ascribed to the International Chapter Council will now be undertaken by each of the International Chapter Region Councils.

### 3. REGION COUNCILLOR ROLES & RESPONSIBILITIES

All Region Councillors must sign the AIQS Confidentiality Agreement and Conflict of Interest statement upon nomination to their role in order to be eligible for election and appointment.

Region Councillors are expected to owe the following duties to the Institute:

- the duty to prevent insolvent trading
- the duty to exercise care and skill
- the duty to act in good faith in the interests of the company as a whole
- the duty to exercise their power as a director for a proper purpose
- the duty not to gain an advantage for themselves or someone else or cause detriment to the company by improper use of their position; and
- the duty to disclose any material personal interest they may have in a matter that relates to the affairs of a company

They must also:

- act with reasonable care and diligence
- act in good faith in the corporation's best interests and for a proper purpose
- must not misuse corporate opportunities, and
- must not misuse confidential information.

Region Councillors must:

- always act in good faith in the best interests of the company
- act honestly and make decisions for a proper purpose
- not abuse their position or seek to profit personally from it
- not use the company's information for personal gain or in a way that could harm the company
- avoid conflicts of interest whenever possible, and disclose all conflicts if they exist
- act diligently and with reasonable skill and care
- perform their role to the best of their ability based on their knowledge and experience
- familiarise themselves with the company and its activities
- monitor the company's financial and commercial performance
- ensure they comply with their duty not to trade while insolvent.

All AIQS Officers, Region Councillors, Branch Officers, and staff should have an understanding of, and are subject to the AIQS Privacy Policy and the Commonwealth Privacy Act 1988.

This applies to all information relating to members and the administration, management, and operation of the AIQS, including but not limited to:

- membership details and records
- APC Panel interview results and considerations
- membership applications
- skilled migration qualification assessments
- Code of Conduct complaints, investigations and findings unless officially declared by the AIQS Board of Directors
- financial and commercial in confidence information
- Region Council meetings including Branch meetings unless approved otherwise by the appropriate AIQS authority at each level i.e., the Board of Directors, Region Council and Branch Committee
- AIQS Committee, Task Force or Working Party meetings and workings.

Chapter Councillors are responsible for identifying and implementing initiatives associated with achieving AIQS strategic goals. In this regard Chapter Councillors will typically be assigned (by the Chapter President) to at least one of the AIQS Strategic Goals.

Members are not appointed to represent the views of any particular stakeholder or interest group, even though a specific organisation or group may have nominated them.

All Regions are required to establish an annual Operating Plan and Budget with measurable initiatives which satisfy the goals established within the Institute's strategic plan. Any allocation of financial contribution will be subject to Board approval following the satisfactory submission of the annual Operating Plan and Budget.

### 3.1 President

The President is the principal elected officer of the Region and shall preside at all meetings of the Region. In addition, the Region President is an ex-officio member of all Region committees. The President shall conduct all business meetings in accordance with the Institute's By-Laws. As the Regions chief elected officer, the President **shall be responsible for all business across the region**. The President shall ensure that decisions and resolutions of the Region Council are delegated and carried out, and that all required correspondence and reports are transmitted to the Institute's Head Office on a timely basis.

The President's specific accountabilities include:

- Driving Region based strategic initiatives in support of the Institute's Strategic Plan
- Overseeing development of Region Operating Plan
- Being the primary point of contact between the Region and Head Office
- Promote the Institute and the Quantity Surveying profession adhering to the policies and principles of the Institute including:
  - Branding Principles outlined in the Style Guide
  - Event Management Policy
  - Policy on speaking with the Media
  - Statements of position from the Institute
  - Privacy Policy
- Liaising with local and state/territory government representatives advocating the benefits of engaging a Certified Quantity Surveyor
- Be knowledgeable about and aware of all the business conducted by the Region Council
- Oversight of all Region events in adherence with AIQS Event Management Policy
- Determines the agenda for all Region Council meetings and the Annual Region Meeting
- Act as AIQS spokesperson with respect to Chapter specific issues (in accordance with the AIQS Communications Policy)
- Attending National Meetings and providing Region Reports to the Board and Head Office as required
- Facilitate Region responses to relevant government enquiries and requests for submissions and ensure responses are timely and reflect the Institute's position
- Respond to AIQS Director's and Head Office inquiries in a timely manner.

#### Government Liaison

Region Presidents will appoint Region Councillors to engage with differing government agencies on behalf of the AIQS, who will provide feedback to the next Region Council meeting. Meetings with government agencies should ideally include the Region President and at least one other Region Councillor, or two Regional Councillors where the President cannot attend. Region Councils should develop agenda (in consultation with the relevant government agency) and distribute these to other Chapter and Region Presidents, along with meeting outcomes.

## Media Relations

All media requests are to be managed by the AIQS Communications and Marketing Manager who may consult with the relevant external PR firm in a timely manner.

With the exception of the National President and CEO, where there is a direct/indirect approach, without prior engagement of the AIQS Communications and Marketing Manager, by a media outlet to any AIQS member or Head Office staff, the person contacted must not engage with the media nor make any comments. The person must contact the AIQS Communications and Marketing Manager immediately on 02 8234 4000, or [marketing@aiqs.com.au](mailto:marketing@aiqs.com.au), with details of the request including any contact details provided by the media.

When dealing with media relating to a specific state/territory, the AIQS Communications and Marketing Manager will request input from the relevant Chapter President.

For more detail, refer to the AIQS Communication Policy and Guidelines document available upon request via emailing [marketing@aiqs.com.au](mailto:marketing@aiqs.com.au).

## 3.2 Vice-President

The Region Vice President should be prepared to assume the office of President or temporarily act in that position at any time. The Vice President should be familiar with the duties and responsibilities of the President, and of the other elected officers and committee members. The Vice-President also holds responsibility as Chair of the Membership Committee, unless otherwise reallocated by the Region. Refer below for the Membership Committee responsibilities.

## 3.3 Treasurer

The Treasurer acts as the finance manager of the Region, and as such is responsible for:

- Preparation of the annual budget and financial forecasts to meet the Institute's Strategic Plan
- Approval of expenses of the council within agreed budget
- Maintaining all Region related financial records
- Region Credit Card reconciliations
- Monthly Finance Report to be tabled at Region Council meetings
- Review accounts provided by the Head Office for accuracy
- Completion of other Finance/Accounting related duties
- Handling/deposits of any cheques, cash etc.

## 3.4 Secretary

The Secretary is a vital part of a smooth-running region. This officer should work closely with the Region President and other officers, maintaining good communication by sending out information to region members in a timely fashion, and having responsibility for the organisational aspects of the Chapter.

As Secretary, you may have some of the following duties:

- Attend all meetings and keep accurate minutes; distribute the minutes soon after each meeting
- Be responsible for all chapter correspondence (request, draft, proof member correspondence Head Office to distribute)
- Preparation of a chapter newsletter to be distributed via Head Office
- Coordinate Region Council Meetings and other meetings including the Annual Region Meeting.

### 3.5 Board of Directors Representative/s

The AIQS Board of Directors is established through the AIQS Constitution and is responsible for establishing the AIQS;

- a) Purpose and Strategy
- b) Risk – Recognition and Management
- c) Organisational Performance
- d) Board Effectiveness
- e) Integrity and Accountability
- f) Organisation Building
- g) Culture and Ethics
- h) Engagement

In addition, directors are responsible for communicating Chapter Council matters to the Board and the outcomes of Board and Board Executive meetings to Chapter Councils.

Further information on the Board and Board Executive role and responsibilities can be found in the AIQS Board of Directors and Governance Guidelines, AIQS Board Charter, and AIQS Board Executive Charter.

### 3.6 Region Councillors

Region Councillors will be required to:

- Attend Region Council meetings, at least by phone
- Participate in Region Council deliberations and votes
- Show independent judgement when voting
- Be informed about organisational activities
- Assist in keeping contact details up to date (with Head Office) for those members who change jobs or location, particularly around renewal time
- Rely on trustworthy sources of information
- Fulfil these obligations honestly, in good faith, and with the care of an ordinarily prudent person
- Comply with AIQS Constitution, By-Laws, Guidelines, Policies and all relevant legislation.

## 4. REGION COUNCIL MEETINGS

The proceedings of Region Council meetings will be in accordance with By-Law 56, which is as follows:

- a) Frequency of Region Council Meeting – Each Region Council shall meet as often as the business of the Region shall require but not less frequently than once in every four months.
- b) The agenda for each Region Council meeting shall be focussed on matters relating to achieving the AIQS strategic goals, utilising the template at Addendum A.
- c) Quorum of Region Council Meeting - Four members of a Region Council shall constitute a quorum.
- d) Convening a Region Council Meeting - The Secretary shall on the request of the President, or three members of a Region Council convene a meeting of the Region.
- e) Notice of Region Council Meeting - Short Notice of a Region Council meeting may be given, provided the majority of the Region Council is in agreement. The accidental omission to give notice to or the non-receipt of notice of a meeting by any member of the Region Council shall not invalidate the proceedings at any meeting.
- f) Chairman of Region Council Meeting - The President shall preside at all meetings of Region Council and will perform all duties commonly pertaining to that office provided that in the absence of the Region President the Region Vice-president shall preside and in the absence of both Region



President and Region Vice-President, the remaining members present shall choose one of their number to be Chair of the meeting.

- g) Voting at Region Council - At all meetings of a Region Council each member of such Council personally present shall have one vote and in the event of any equality of votes the Region President shall be entitled to an additional casting vote. If any two members personally present shall so require the voting shall be by secret ballot. There shall be no proxies.
- h) Proceedings Confidential - The Proceedings of a Region Council and of any Region Sub-Committee shall be confidential at the discretion of the Region Council.
- i) Powers of a Region Council - The management and control of the business and funds of a Region shall be vested in the Region Council and the Region shall be authorised to exercise all the powers authorities and discretions of the Region except such as under the By Laws are expressly directed to be exercised by the Region at Annual Region Meetings.
- j) Minutes of Region Council - The Region Council shall cause Minutes or other records to be kept for the following:
  - i. Appointments of officers and of members of the Region Council and of all Sub-committees.
  - ii. The proceedings of all meetings of the Region Council and of Sub-Committees appointed by the Council.

A copy of the Minutes of every Region Council meeting shall be forwarded to the Chief Executive Officer of the Institute within fourteen days of the holding of such meeting.

## 5. ANNUAL REGION MEETING

The proceedings of the Annual Region meetings will be in accordance with By-Law 48, which is as follows:

- a) Annual Region Meetings of each Region shall be held once each year at such a place and such time no later than 28 days prior to the Institute's Annual General Meeting as the Region Council may determine.
- b) The business of an Annual Region Meeting of a Chapter shall be to receive and consider reports of the Region Council including financial statements, and to transact any other business which ought to be transacted at an Annual Region Meeting including any business which is brought under consideration by a report of the Region Council.

The President should utilise the Template Running Agenda at Addendum B for the Annual Region Meeting.

## 6. REGION SUBCOMMITTEES

As a minimum, the Region should appoint subcommittee leaders that are responsible for:

### 6.1 Membership

The Membership Chair is responsible for:

- The chapter membership initiatives associated with the AIQS Membership Strategic Goal
- The chapter Diversity, Equity & Inclusion initiatives associated with the DE&I Strategic Goal
- Chairing the Chapter Membership Sub-committee in accordance with the Membership Sub-Committee Operating Guidelines.
- Presenting member related discussions at the Region meeting, including review of member applications and elevations
- Coordinate all member related enquiries from the Head Office
- Coordinating membership procedures and ensuring that APC interviews are scheduled and completed within 3-4 weeks of notification that an applicant is ready for their interview



- Ensuring that APC reports are completed and set back to Head Office within 5 days of an applicant's APC interview
- Recruiting new members to the Institute and encourage registration for CQS to existing and new Corporate Members
- Ensuring that at renewal period, all members that have yet to pay their subscription fees are contacted in relation to membership
- Member related recognition, length of service, etc
- Represent Institute at member drives (career expos etc).

It is to be noted that the Application Fee that is charged for each membership application is an administration fee. AIQS does not charge an APC Fee for those undertaking the Assessment of Professional Competence Interview.

Refer to the AIQS Conditions of Membership for further information.

## 6.2 Events

The Events Chair is responsible for:

- Working with AIQS Education & Events Manager to arrange relevant CPD sessions and networking events for the region including:
  - Sourcing topics and speakers
  - Sourcing ~~speakers &~~ suitable dates in consultation with AIQS event calendar
  - Sourcing venue and catering, if required
  - Sourcing appropriate sponsorship
  - On the day attendee and speaker liaison
  - Recording attendance at CPD events
- Notifying Head Office to place the event on the AIQS website for registration
- Working with Head Office on marketing schedule to notify Region members
- Providing attendance records and feedback to Head Office post-event
- Coordinate Region related Prizes & Awards
- Completion of Event Health and Safety procedures.

Refer to the AIQS Event Management Policy, AIQS Sponsorship Guidelines and the AIQS CPD Policy for further information.

## 6.3 Standards

Where possible a Standards Chair should be appointed for each of the following sectors (Building, Resources, Civil Infrastructure, Utilities). Each Chair will be responsible for managing their sub-committee in accordance with the Operating Guidelines.

The various Standards sub-Committees shall work in consultation with other chapter sub-committees on matters of mutual interest (such as the Events sub-Committee).

## 7. ACTIVITIES IN COUNTRIES

Activities (meetings, CPD, networking events etc) can only be undertaken in a country once formal documentation has been provided with respect to the legality of those activities and at what stage a legal entity is required to be established.

It **may** be possible, in some countries, to hold committee meetings, APC interviews, networking events, or CPD activities without the requirement for a legal entity to be in place. It is the responsibility of the relevant Region Council to enquire and provide documentation from the relevant government authorities in each country in relation to the types of activities which require the establishment of an appropriate legal entity before those activities can be undertaken.

## 8. NEW BRANCH OF A REGION

There are currently two formal Branches within the International Chapter. Qatar Branch and UAE Branch. In accordance with By-Law 58, the Board may define a country as a Branch on application from the relevant Region Council. Where a Branch does not exist, the members within a particular country of a Region (of the International Chapter) are to be referred to as “the members” – for example, Singapore members or Hong Kong members.

Prior to commencing establishment of a Branch within a Region of the International Chapter, a detailed business case covering the next five-year period must be submitted to the Board at least six weeks prior to the next scheduled Board meeting. The Board will consider the business case and decide whether to proceed with the formation of a new Branch.

Where there is a statutory requirement for a legal entity to be in place to enable the Institute to undertake particular activities within a country, that legal entity must be established prior to a Branch being formed.

Should a Region wish to establish a new Branch in a country, there must be a minimum of 50 Voting members in the geographic region to be established as a branch.

The business case must include the following information, where applicable:

- A detailed annual budget covering 5 years of operation
- Projected annual membership growth
- Projected annual meetings and associated costs
- Projected annual CPD activity and associated costs
- Projected annual networking activities and associated costs
- The break-even point of operation (should be within 2-3 years of operation)
- Information about the proposed legal entity type and its associated regulatory requirements (e.g. minimum number of Directors, is the entity a subsidiary or a branch, is an employee required, etc)
- The upfront cost of establishment of the legal entity and any associated legal costs
- Cost of annual maintenance of the legal entity (licensing, insurance, compliance, etc)
- Any compliance reporting and its associated costs
- Cost of a physical/virtual office
- The tax implications (whether it will be tax-exempt, thresholds, etc)
- The associated costs of a Branch Leader for travel, accommodation, etc
- The associated costs of setting up a bank account if required (including legal costs)
- List of existing tertiary courses relevant to quantity surveying within that country
- List of government agencies and/or stakeholders within that location.

## 9. REGION OPERATING PLANS & BUDGETS

Region Councils are required to develop an annual Operating Plan and Budget (Refer Addendums F & G respectively) to illustrate how the Region's yearly initiatives (events and CPD) align with the Institute's Strategic Plan.

The annual operating plan and budget (for the financial year 1 July to 30 June) will need to be finalised and lodged with the CEO by the end of April each year for approval by the Board of Directors at its May meeting, prior to the start of the next financial year. The budget will present revenue and expense projections for the financial year and an estimate of cash flow needs, showing the timing of revenue and expenses. Region budgets must include details of any projected income and expenditure, as well as business cases where expenditure on any one item is greater than \$10k (Refer Addendum C).

While events should be budgeted to either breakeven or generate a cash surplus, there is provision for the inclusion of events which are "Loss Leaders". Where a particular event (for example, a social event) is budgeted to run at a loss, the Region will need to make up the shortfall through other Region-run events and/or sponsorship.

It will be important to ensure that at the end of each financial year each Region's financial results reflect a surplus or breakeven.

Refer to AIQS Event Management Policy for event budget template.

### 9.1 Supporting Documents

This summary is based on a number of official documents of the Institute and should be read in conjunction with them all.

All Region Councillors should also be aware of the policies, regulations, guidelines, procedures and information outlined in the following documents which are available via emailing [marketing@aiqs.com.au](mailto:marketing@aiqs.com.au):

- Constitution and By-Laws
- Membership Entry & Advancement Policy
- Code of Conduct
- AIQS Policies & Procedures Manual
- AIQS Style Guide
- AIQS Event Management Policy
- AIQS Corporate Partnership, Sponsorship, and Advertising Policy
- Continuing Professional Development (CPD) Policy
- Quantity Surveying Emerging Professionals Guidelines.

## 10. EFFECTIVE DATE

This Policy is effective from 1 June 2024.

## ADDENDUM A – REGION COUNCIL MEETING AGENDA TEMPLATE

Date:

Time:

Location:

Chapter Councillors:							

Attendees:							

ITEM	TOPIC	By	Time
1	Opening & Welcome		
1.1	Apologies		
1.2	Conflict of Interest <i>Any direct or indirect conflict of interests at a meeting of Chapter Councillors shall be disclosed and recorded.</i>		
2	Presidents Report		
2.1	Presidents Report		
2.2	Region Council Action Items		
3	Resolution Items		
3.1	Governance structure that is agile and supportive		
3.1a	<i>Draft Region Council Meeting Minutes – (Day – Month - Year)</i>		
3.1b	<i>Treasurers Report (Income &amp; Expenditure Statement YTD Month – Year)</i>		
3.1c	<i>Operating Plan &amp; Budget 2022-23</i>		
3.2	Robust membership base reflecting depth and breadth of the industry		
3.2a	<i>Membership Chairs Report (Numbers, outstanding APC's etc)</i>		
3.3	Leading a profession that is diverse and inclusive		
3.3a	<i>(What initiatives have we identified to assist with increasing membership diversity &amp; inclusiveness)</i>		
3.4	Driving industry standards and technology innovation		
3.4a			
3.5	Pre-eminent brand in the industry		
3.5a			
3.6	Forefront of education		
3.6a	<i>CPD Report (Review of past CPD &amp; planned upcoming CPD)</i>		
3.6b	<i>Networking Events</i>		
4	Other Business		
MEETING CLOSE			



## ADDENDUM B – ANNUAL REGION MEETING RUNNING AGENDA

<b>1A</b>	<b>WELCOME</b>
<b>P</b>	Extend a welcome to the members present and any special guests in attendance including Life Fellows (to be advised on arrival).
<b>1B</b>	<b>PRESENT</b>
<b>P</b>	Request Members to register their attendance on the Attendance Register at the Registration Desk.
<b>P</b>	Ensure a quorum of 10 Corporate Members is present.
<b>P</b>	If quorum is not present, the corporate members present shall constitute a quorum. If no quorum for a meeting convened upon the requisition of corporate members, the meeting shall be dissolved.
<b>1C</b>	<b>APOLOGIES</b>
<b>P / SEC</b>	Request the Secretary to announce any apologies received and request apologies from the floor.
<b>2</b>	<b>CONFIRMATION OF PREVIOUS MINUTES</b>
<b>P</b>	Request a motion that “the Minutes of the Annual General Meeting, held on ...<insert Date> ..... be accepted as a true and correct record”. ... /.....
<b>3</b>	<b>ANNOUNCEMENT OF REGION COUNCIL COMMITTEE MEMBERS</b>
<b>4</b>	<b>VOTING PROCEDURE (Where a matter is included on the Notice of Business which requires a vote of the members). Otherwise NOT APPLICABLE</b>
<b>5</b>	<b>REPORT OF REGION COUNCIL ON EVENTS OF THE LAST FINANCIAL YEAR, FINANCE STATEMENT, &amp; OTHER RELEVANT MATTERS</b>
<b>P</b>	To report to the members before a motion is put.
<b>P</b>	Request a motion to “receive the report of the Region Council, the Finance Statements and other relevant matters in respect of the 12-month period ending 30 June <insert year>”. ..... / .....
<b>6</b>	<b>CONSIDERATION OF MOTIONS AS INDICATED IN THE NOTICE OF MEETING OTHERWISE NOT APPLICABLE</b>
<b>7</b>	<b>ANNOUNCEMENT OF VOTING OUTCOMES OTHERWISE NOT APPLICABLE</b>
<b>8</b>	<b>CLOSE OF MEETING</b>
<b>P</b>	Closing Remarks Formally close the Meeting
<b>A</b>	<b>OPEN ORDINARY REGION COUNCIL MEETING</b>
<b>B</b>	<b>ELECTION OF OFFICE BEARERS</b>
<b>SEC</b>	Region Council Members to elect from their numbers the Office Bearers. If two or more Region Councillors nominate for the same office, a secret ballot may be carried out by the Region Councillors physically present.  Announcement nominations of Office Bearers for <insert year>: President: – <insert name> Vice President: – <insert name> Secretary: – <insert name> Treasurer – <insert name>
	Region Council Members to elect from their numbers the subcommittee representatives. <ul style="list-style-type: none"> <li>• Membership</li> <li>• Education</li> <li>• Events</li> </ul>

## ADDENDUM C – OPERATING PLAN

The Operating Plan should provide details of activities in support of one or more of the Institute’s Strategic Goals. Specific details for each event should be subsequently provided using the template from Addendum B above.

The Institute’s Strategic Goals for the 2020-25 are as follows:

- a) Be recognised as the pre-eminent brand in the industry.
- b) Be at the forefront of education for the profession.
- c) Drive industry standards and technology innovation.
- d) Lead a profession which is diverse and inclusive.
- e) Have a robust membership base reflecting the depth and breadth of the industry.

To achieve these, the Institute will require a governance structure that is agile and supportive.

Strategic Goal	Operating Plan Event \ Initiative(s)	Event Type (e.g. Social, CPD, Council Meeting, Membership Induction etc)
Be recognised as the pre-eminent brand in the industry.		
Be at the forefront of education for the profession.		
Drive industry standards and technology innovation.		
Lead a profession which is diverse and inclusive.		
Have a robust membership base reflecting the depth and breadth of the industry.		



# ADDENDUM D – ANNUAL BUDGET

AIQS REGION BUDGET Standard Form																		
REGION LOCATION	July Budget	August Budget	September Budget	October Budget	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Total Budget	Sept Qtr Budget	Dec Qtr Budget	Mar Qtr Budget	Dec Qtr Budget	Year 2 Full Year
July (YEAR, XXXX) through 30th June (YEAR, XXXX)																		
<b>Income</b>																		
<i>(Basic details of each Planned event required)</i>																		
CPD Events													0.00					0.00
CPD Sponsorship													0.00					0.00
APC Fees													0.00					0.00
Social Events													0.00					0.00
Sporting Events													0.00					0.00
Event Sponsorship													0.00					0.00
Conference													0.00					0.00
Other/Miscellaneous Income													0.00					0.00
<b>Total Income</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Expenses</b>																		
Region ARM Event													0.00					0.00
Region Meetings - Flights													0.00					0.00
Region Meetings - Venue Expenses.													0.00					0.00
Region Meetings - Accommodation													0.00					0.00
Region Meetings - Meals													0.00					0.00
Region Meetings - Taxis													0.00					0.00
Region Meetings - Other Expenses													0.00					0.00
APC Assessor Training													0.00					0.00
Conference													0.00					0.00
CPD Events													0.00					0.00
Insurance													0.00					0.00
Lease & Licence Expense													0.00					0.00
Member Induction Events													0.00					0.00
Scholarships, Prizes, Awards & Certificates													0.00					0.00
Sessions/Interviews													0.00					0.00
Sponsorship													0.00					0.00
Sporting Events													0.00					0.00
Steering Committee Meetings													0.00					0.00
Marketing/Admin													0.00					0.00
<b>Total Expenses</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>NET RESULT</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00