

# 2022 ALLA Ltd AGM- Membership Coordinators Report

As of the 10/08/2022, the Australian Law Librarian's Association currently has 395 members, including 26 life members. 52 of these members are yet to renew their 2022-23 membership fees. Non-renewing members have until 30<sup>th</sup> September 2022 to renew before their membership is revoked under our constitution.

## Breakdown of memberships by division/chapter\*:

Below is the current breakdown of memberships by their division/chapter and comparison from the last renewal period.

2022-23	2021-22
ACT: 34	ACT: 30
NSW: 104	NSW: 105
NT: 29	NT: 27
SA: 37	SA: 38
VIC: 126	VIC: 125
WA: 39	WA: 40

*\* Excluding life members*

## Breakdown of memberships by type:

Below is the current breakdown of memberships by type and comparison from the last renewal period.

2022-23	2021-22
Ordinary: 297	Ordinary: 291
Part-time: 39	Part-time: 43
Student: 9	Student: 7
Retired: 7	Retired: 9
Commercial: 17	Commercial: 15

*\* Excluding life members*

Should you have any enquiries regarding your membership, don't hesitate to contact the membership coordinator via email at [membership@alla.asn.au](mailto:membership@alla.asn.au).

## Membership Grace Periods:

In June 2022, it was presented to the board to make alterations to the grace period of membership renewals. The recommendation is to adjust the date that invoices are to be sent out and shorten the 60-day grace period to 30-days cutting the renewal period down to the latest payment date from 30th October to 31st August. It was unanimously approved by the board and will be implemented during the renewal period for 2023-24 as the board understand that members are still facing hardship due to Covid-19.

The new renewal procedure will be as follows:

### *New membership:*

- ❖ Payment is due 30 days after the invoice has been issued.
- ❖ If payment has not been received, an overdue email must be sent to the member, and they will have an additional 30 days to pay as of when the overdue email was sent.
- ❖ Suppose the member has not paid by the 60-day mark from the invoice issue date. In that case, the invoice is to be voided, and the member must reapply for a new membership, receive board approval, and their contact is to be archived in Xero (until the member reapplies and receives board approval).

### *Membership Renewal:*

1. Membership renewal fees are sent yearly on 31st May.
2. Invoices are uploaded in bulk using the provided CSV template to be generated in Xero and emailed to members (in batches of 50).
3. Payment is due by 30th June.
4. If payment has not been received, an overdue email must be sent to the member, and they will have 30 days to pay the invoice as of when the overdue email was sent (1st July making the new due date 31st July).
5. Suppose the member has not paid in that 30-day period. In that case, an email is sent to the member stating their membership is suspended, and they will be given an additional 30 days to pay the overdue invoice (1st August, making the final due date 31st August).
6. If the invoice is not paid by 31st August, the invoice is to be voided. An email will be sent to the member stating they must reapply for a new membership and receive board approval. Their contact will be archived in Xero (until the member reapplies and receives board approval).

## General improvements to the finance system:

For the renewal process, slight changes have been made to ensure that invoices come through correctly and can be quickly paid. A few of these changes are:

1. Automatically enabling online payments.
2. Automatically assigning members' divisions/chapters and typing on their contact cards rather than the invoice itself.
3. Automatically set the branding of the invoices to ensure all necessary required information is included within the invoice (i.e. Bank details and ALLA branding).
4. General clean-up of expired invoices dating back to 2018 (this is still being investigated and ongoing).