



Policy

# Branch Management Policy

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**AIBS**  
AUSTRALIAN INSTITUTE  
OF BUILDING SURVEYORS



## Branch Management Policy

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## 1. AIBS Branch Management Policy

This document outlines the requirements for the affiliation, recognition and management of AIBS Branches.

This policy should be read in conjunction with the AIBS Constitution & By-Laws.

## 2. AIBS Branches Overview

As AIBS has progressed from a primarily Chapter-based administration structure into a national centralised administration structure, it is important to have a viable system for members to remain and feel connected, particularly at the 'grass roots' level.

While the AIBS Member Services team provide a main point of contact to assist members across a range of services, a structured and managed Branch system can provide additional support in communication and the provision of services to all members.

As such, Branch membership is an extension of AIBS membership with all AIBS membership categories eligible for membership of Branches.

A structured Branch system provides AIBS with a more formalised and valuable consultation process for members on matters regarding key issues and legislative changes in their respective jurisdictions.

As per the AIBS By-Laws, Branches may be established in each chapter, subject to Board approval.

Branches report to the AIBS Board through the Chief Executive Officer. The Chief Executive Officer is responsible to the Board for effective operation of branches.

## 3. Branch Affiliation

To establish an AIBS affiliated Branch, a Branch Affiliation Application form must be lodged with the AIBS office. This Application Form is attached as Appendix A of this policy.

Branch Affiliation with AIBS requires compliance with the requirements as outlined in this policy and the AIBS By-Laws.



Until approved by the Board, reference to being an AIBS Branch or use of the AIBS name or Brand is not permitted.

To form and maintain an AIBS Branch, a minimum of 15 AIBS Members is required unless otherwise approved by the Board.

All members of the Branch must be a member of the AIBS unless otherwise approved by the Board. Members may join a Branch of their choice by emailing [events@aibs.com.au](mailto:events@aibs.com.au) and request to be added to the email list. Only Branch members will receive notifications of upcoming meetings.

The geographical location of the Branch will determine which Chapter they will belong to.

The Annual reporting period for branches will be 01 October to 30 September.

Each Branch actively operating within the Chapter is to elect a Branch Convener and Deputy.

Annual elections for the positions of Branch Convener, Deputy and Secretary are to be conducted prior to 01 October each year.

Annual renewal of Branches will be required with Branch Conveners to lodge their annual report (as per Annexure B of this policy) prior to 1 October each year.

*Upon application to the Board, a Branch may be formed that is not geographical in nature but related to a special interest area directly related to Building Surveying.*

## 4. Branch Meetings and Operations

A minimum of 2 meetings per year is required to be held unless otherwise approved by the Board. AIBS would encourage Branches to conduct quarterly meetings to maintain contact between members and facilitate networking amongst peers.

Branches are to email the minutes of all meetings to [events@aibs.com.au](mailto:events@aibs.com.au) within 14 days of the meeting. The Member Services Team will distribute minutes to Branch members that attended the meeting and place minutes on AIBS Members Portal.

AIBS will provide assistance for branches to conduct up to a maximum of 4 meetings per year as approved by the CEO. The Training and Events team will require a minimum of 2 weeks' notice to arrange virtual Branch meetings and 4 weeks for in-person meetings, to enable the set-up of the event in the CRM system and to enable event registration. They will



also prepare an agenda for the event if it is eligible for CPD points earn, otherwise the agenda can be prepared by the Branch convenor.

### Virtual Branch Meetings

Virtual meetings that are eligible for CPD points earn will require attendance by a member of the AIBS Training and Events team, to ensure compliance with CPD requirements including capturing member attendance. For virtual events not eligible for points earn, the Training and Events team will facilitate the set-up of the meeting, but their attendance is not required.

### In-person Branch Meetings

For the conduct of in-person meetings, the Branch Convenor is responsible for sourcing the venue, and if any funding is required, this will require pre-approval by the CEO. The Training and Events team will provide support in terms of supplying attendance sheets. Note that alcohol will not be served at in-person events.

An annual meeting between Branch Convenors (or an appointed Branch representative), the Chapter Committee and key AIBS personnel will be held in conjunction with the Chapter Conference or as otherwise determined by the CEO.

Branches must not hold any separate bank accounts or undertake any activities that require collection of money from members unless authorised by the CEO.

Branches must not make any public statements without the written consent of the CEO.

Branch Convenor contact details are available by emailing [events@aibs.com.au](mailto:events@aibs.com.au).

The Branch Convenor will chair Branch meetings and arrange the preparation of draft minutes for meetings. If the Branch Convenor is unavailable, the Deputy Convenor will undertake this role.

Contact between the Branch and the AIBS Training and Events Team is to be through the Chapter Convenor or if designated, the Deputy Convenor by email [events@aibs.com.au](mailto:events@aibs.com.au) or calling the AIBS office on 1300 312 427

The AIBS Office will send Branch meeting invitations to members and place meeting notice on AIBS website for registrations.



## 5. Branch CPD

Branch meetings will only be eligible for CPD points earned on the following conditions:

- The agenda for the meeting is reviewed and pre-approved by the CPD Committee as being eligible for points earned.
- The CPD Committee will determine the number of points and the CPD Module under which the points will be earned.
- To be eligible for points earned, the agenda will need to reflect that attendees have been able to achieve learning outcomes through appropriate subject matter and presenters.

Branch Minutes must note the starting and closing time of meetings and list items and outcomes of all matters on the agenda.

## 6. AIBS Branch Affiliation Package

Upon initial affiliation with AIBS, a Branch will be provided with the following: –

6.1 A copy of: –

- a. AIBS Constitution
- b. AIBS By-Laws
- c. AIBS Branch Management Policy

6.2 Branch Meeting Agenda and Minutes template.



## 7. Annexure A – AIBS Branch Affiliation Application

### AIBS Branch Affiliation Application

|  |
|--|
| Branch Name (Proposed)   |
| Branch geographical region or special interest area  |
| Will your Branch likely have members from other Chapters? i.e Branches on state borders                                      |
| Branch Convenor<br><br>(including contact details which will be listed in the AIBS magazine and on the AIBS website.)        |
| Deputy Branch Convenor<br><br>(including contact details which will be listed in the AIBS magazine and on the AIBS website.) |
| Proposed number of members   |
| Proposed number and schedule of meetings per year  |
| Are you currently an operating 'Branch?' If yes, in what name? (Note: future information requested below)                    |
| Are you affiliated with any other organisation (please include details)  |
| Submitted by   |
| Signed   |
| Date   |



Current Branches should provide the following

- Current member listing
- Current Branch Guidelines/Rules (if any)
- The last 2 Branch Meeting Minutes (if not already submitted to AIBS)
- Schedule of current meeting dates

Office use only

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Chapter under which Branch will be formed



## 8. Annexure B - AIBS Branch Annual Report

### AIBS Branch Annual Report

|   |
|---|
| Branch Name   |
| Branch Convenor   |
| Deputy Branch Convenor  |
| Current Member numbers as of 30 September   |
| How many branch meetings were held in the reporting period*                                     |
| How many branch meetings were eligible for CPD points earn, as determined by the CPD Committee? |
| Has the Branch conducted any other activities during the reporting period?                      |
| Do you have any feedback regarding the management or branches during the reporting period       |
| Comments  |
| Submitted by (name & position)  |
| Signed  |
| Date  |

Note: \* Reporting period 01 October – 20 September

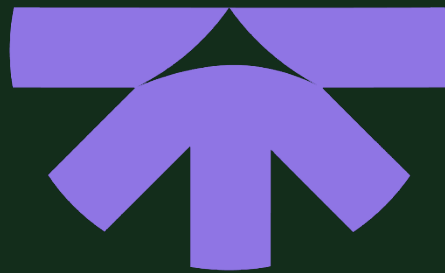
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## 9. Document Control

|                      |  |
|----------------------|--|
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| 0.1     | 25 February 2017 | Original           | Board Approval   |
| 0.2     | 30 April 2020    | B Mace/ K McGrigor | Update changes   |
| 0.3     | 2 August 2022    | B Mace/ K McGrigor | Update including changes to operations   |
| 2.0     | 19 June 2025     | CEO – Sid Gokani   | Minor revisions including approach to administration of events, CPD points earn arrangements, and email contact information. |
| 3.0     | 3 July 2025      | CEO – Sid Gokani   | Formatting updates for submission to Board for approval.   |



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