

Membership report for AGM

As of 14th September 2020

Membership of AAIA remains fairly constant between 140 and 150 and this year at this point we have 147 memberships (7 more than at the last AGM report) , equating to 7 schools, 15 Corporate and 125 individuals thus it could be calculated that actual members number 203.

One school has asked to have its automatically renewed membership, which was paid by card , cancelled due to Coronavirus.

	Total members	Individual	School	Corporate
East Anglia	15 (up 1)	12	0	3
London	24 (up 1)	17	3	4
Midlands	30 (up 4)	25	2	3
NE	3 (up 1)	3	0	0
NW	36 (up 3)	34	0	2
SE	24 (same)	19	2	3
SW	15 (down 3)	14	0	1
	147 (up 7)	124 (up 5)	7 (down 3)	16 (up 5)

All regions increased their membership over last year as reported for AGM 2019 except SW which fell by 3 and SE that remained the same. Individual school membership fell overall by 3 and all other categories increased

The online systems are running fairly smoothly now which is a relief. Members are all sent a reminder in advance of expiry, but these sometimes go into spam or junk folders and are overlooked. Where membership was paid by card last time it automatically takes the payment unless the membership is cancelled by the member before the expiry date. **Members need to be aware that this is the case.** Those who paid by BACS get a reminder and an invoice and that is usually no problem. The system I have of monthly reports and getting Regional Reps to chase late payments works well, and I am grateful for the work they do. I also owe a great deal to both David Bartlett and Mike Viner for their support with the website and the banks.

Workload of officers is much reduced if members adhere to the following simple requirements when making applications and understand the reasons we ask this. If Regional Reps could remind members regularly it also helps.

- As an individual member we need your **name** and your e mail address;
- As a school member we need the **name of the school and one e mail address** of ONE PERSON within the school (preferably the person in charge of assessment) to whom the communications re meetings and conferences can be sent, so that we know they WILL reach the person in charge of assessment who will pass the information to the second person within the school who makes use of the membership.
- As a Corporate member we need the **name of the organisation** , be it a MAT or an LA, or a Company, and **one e mail address** for contact with a person with responsibility for assessment who will make sure the right four people get the AAIA messages re conferences and meetings.

It is really important that these details pertain to the SCHOOL/CORPORATE MEMBERSHIP or the INDIVIDUAL MEMBERSHIP **and not to administrative staff dealing with the application on their behalf, or to any finance department responsible for the payment.**

The e mail address we are given is really important:

- Because it is used to log in together with a unique password set at the time. Together they link with the NAME either of the individual, the school, or the organisation, and this simple mechanism allows us to easily link any payments that appear on our bank statement with the invoices that are sent to you.
- Because that e mail address is where the invoice is sent, so that the individual either pays it themselves, or presents it at the school or organisation to the Finance Department/Officer responsible for payment.

Organisations that pay for membership have many different requirements when it comes to what needs to be on the invoice we send. These are generated automatically and the details within them depend on MEMBERS. As our automated system cannot know the details of what each organisation needs, we rely on the person making the application to ensure that ALL THE DETAILS THAT NEED TO BE are filled in at the time. So...

- When it asks who to invoice, if you are NOT paying yourself as an individual, then the details of who is paying need appear on the invoice, together with a physical address(that may be theirs not yours) ***BUT NOTE THAT the invoice will still be e mailed to the e mail linked with the membership, not directly to the department paying.***
- Similarly, if a Purchase Order number is needed, then this too must be input by the applicant, so it will appear as needed and ensure that payment can be made without further delay. Where this is omitted I am usually contacted to edit the invoice and send again. I like to keep the number of times I have to do this to a minimum.

And lastly: You should be alerted by an e mail that should arrive a few days in advance of your membership actually expiring. If you inadvertently allow expiry, then you can still log in, but you WILL NOT BE ABLE TO GET INTO THE MEMBERS' AREA. To renew AFTER expiry go into My Account tab at the top of the page you land on, and then Renew Membership .

As Membership Secretary I am more than happy to help anyone who experiences difficulty with any aspect of the online processes- it is often through members that we first become aware of a problem that exists. Thankfully these are few and far between now.

We want to continue to see membership grow so that the Association thrives. Please spread the word amongst colleagues in other schools who may not be aware of the support we provide and the events we organise.

Jenny Short

(AAIA Membership Secretary)

14/09/20