



International Family Day Care Organisation
Newsletter
October 2002

Hello to all IFDCO Members,
As this year is quickly coming to an end it is important that we look forward to the Conference in New Zealand in 2003 and start organising the business matters of IFDCO.

This edition will include:

- conference update,
- articles from Regional Representatives
- Constitution and standing orders
- Nominations for a position on the executive
- Voting papers

These past few years since the conference in Glasgow has been difficult for us all, not to mention trying to keep IFDCO up there with the rest of them. To be a part of an organisation requires commitment and volunteer work on a global perspective. For the organisation to be of value and high profile within the Childcare Industry it is imperative that IFDCO has financial members representing all areas of Family Day Care. When I first became involved with IFDCO I realised the value of having such an organisation to promote the professionalism and quality of Home based Childcare. Although I knew that it may take some of my precious time I appreciated that to become a member it wasn't what can the organisation give to me but what could I give to the organisation to support this valuable service to the community. My years as Newsletter editor and then Secretary has been taken on with the knowledge of responsibility required by me and I have aimed to abide by the constitution and undertake my duties as well as I could. Under the constitution I now have to step down from my secretarial position and see this not as a sad demise but an opportunity for another financial member of IFDCO to not only continue on with the work I have done but also bring new and fresh ideas to the organisation. I will however maintain my membership and aim to assist in anyway that I can. I urge others to think about taking on a position on the executive however I urge you to be aware that it is a big commitment and needs to be to ensure that IFDCO continues and nomination cannot be taken lightly. A position on the executive is not just for conferences but an ongoing commitment support and promoting IFDCO.

Tina Millar
International Secretary

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Opinions expressed or inferred from articles in this Newsletter are not necessarily those of IFDCO.



Greetings to everyone from Scotland – Kay Jackson

Hello to all members

The international conference in New Zealand is fast approaching and I hope you are all busy organising your bookings and travel details. It is a wonderful opportunity for all those involved in family day care around the world to meet and share current information.

The theme, 'Choices, Challenges and Collaboration' is very relevant to IFDCO at this time. The Executive Committee has been having discussions about some of the difficulties that members have experienced and the difficulties of trying to run an international organisation. Some of you may not have been receiving newsletter, details of renewing memberships and other issues.

At the conference there will be a series of meetings to discuss all the issues and to plan for the future and how to move forward. I believe that collaborative working is the key issue, and that by working together and contributing to meetings/discussions, sharing thoughts and using each others skills is the way to rebuild a strong organisation that can go from strength to strength.

I ask you to consider becoming an active member of IFDCO, to think about making your voice and views heard as a member of the committee, and to join in the discussions at the Triennial General Meeting.

Looking forward again, is the next international conference in 2006. It will be the turn of the America's to host the conference. The 1996 conference was in Sacramento, so can all family daycare organisations think about putting in a bid to host the 2006 conference. It comes around very quickly! So early planning is very important.

Best wishes to you all. Looking forward to meeting up again in New Zealand or contact me direct at any time

Kay Jackson
International Chairperson of IFDCO

IFDCO Conference update



CONFERENCE 2003
19th – 23rd FEBRUARY
WELLINGTON NEW ZEALAND

Only 5 months to go before we all meet in Wellington, New Zealand, for our triennial International Conference.

You should by now have received the registration brochure and be returning the registration form. We have received quite a number already. Some people have asked if friends/relatives can come on the study tours. At this stage we would like to make sure that there are places for all those actively involved in Family Day Care who wish to go on the tours. If there are spaces left at the end of October, then we would be happy to extend the invitation to family and friends.

Like wise with the conference dinner. We need to ensure there are enough places for all those who register. If we can accommodate more after the registrations have closed, then it would be lovely to have family and friends there too.

If you need more registration brochures, these can be obtained from -
IFDCO Conference 2003
Avenues Event Management
PO Box 10 612 Wellington
New Zealand
Ph +64 4 473 8044

All the conference information, plus registration, is also available on line at

familydaycare.info

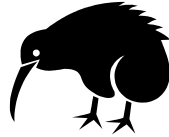
or <http://communities.msn.co.nz/hfdc/conference.msnw>

Looking forward to seeing you soon

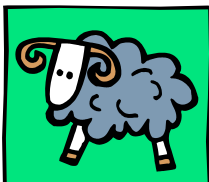
Jane and Jane and the organising committee



KIWI Titbits



- Since before Sir Ernest Rutherford 'split' the atom early in the twentieth century, Kiwis have been discovering and inventing things. Many of these inventions have literally been created in a backyard. While frozen meat, the Hamilton Jet boat, and the bungy jump are probably our most famous Kiwi inventions, there are many others.
- New Zealanders are also responsible for the tranquilliser gun, seismic 'base' isolators (rubber and lead blocks which minimise earthquake damage), electric fences, the fastest motorbike in the world, freezer vacuum pumps, stamp vending machines, wide-toothed shearing combs, and the electronic petrol pump — to name a few!
- Tempering the rugged individualism of New Zealanders is a strong egalitarian streak and a sense of fair play and teamwork. This may be partly due to the co-operative 'whanau' (extended family) structure of Maori society, as well as the make-up of early Pakeha (Europeans) society. Many European immigrants came to New Zealand to escape the class system. A small population meant co-operation was vital for survival. The artificial class structures of 'home' became irrelevant in such a rugged and young country.
- New Zealand was also one of the earliest countries to grant women the right to vote and has a strong trade union tradition.



Please note:

Delegates attending the conference in New Zealand will need to remember the titbits published in the IFDCO newsletter. You will be tested on them!!!!



More Support for Early Childhood Education

The Ministry of Education has just released the 10 year Strategic Plan for Early Childhood Education in Aotearoa/New Zealand. Called Pathways to the Future - Nga Huarahi Arataki” it outlines the direction of ECE for the next years and beyond. The government wants to see Increased Participation, improved quality and the promotion of collaborative relationships as the key goals for the sector. Funding increases of almost \$100 million will follow.

The Family Day Care Association was part of the review team and also made submissions. We are delighted with the outcome although we would have liked to have seen our service mentioned more frequently, it was good to be seen as just another type of ECE. The government is committed to provide more services, promote the benefits of Early childhood Education to those not participating currently and support existing services to be more responsive to their local communities. Also outlined in the plan is the importance of training for those who are the educators of babies and young children.

In the New Zealand Herald of the 19th of September Dr. Anne Meade who was the convenor of the Strategic Plan working group outlined the reasons why training is so important.

Babies are born ready to learn from day one. Infant and young children’s learning is as important as school or adult learning.

Important learning in infancy and the early years includes developing and practising complex physical skills such as walking and riding a cycle; leaning to communicate using one or more languages; leaning to love learning; constructing theories about people, places and things; figuring out how your mind - and that of others - works; and becoming more independent, yet learning to contribute to groups.

Research shows that a sensitive qualified early childhood teacher is a major determinant in leading services for developing a child’s progress.

It has been 10 year since the implementation of Te Whariki - our national curriculum and we see the Strategic Plan pointing the way to increasing the quality of ECE in Aotearoa/New Zealand. Home Based Care will be involved in this process, every step of the way.

Copies of the report can be seen at

http://www.minedu.govt.nz/web/document/document_page.cfm?id=7648&p=1037.5234

Anne Meade will be a key note speaker at the International Conference. There will also be workshops and information on Te Whariki, training as appropriate for Family Day Care, and the plan. Doubtless there will also be discussion groups both formal and informal on the where to next.

Amanda McIntosh
New Zealand

Quality Assurance Australian Style

This has been a very busy year for Family Day Care in Australia as it is the first time that the process of Accreditation has taken place at a National level.

It is an exciting 'journey' of discovery as we all proceed at our own pace to work our way through a process that has been introduced by the National Childcare Accreditation Council.

We understand that there are voluntary Accreditation systems operating in other countries but the Australian model has a unique aspect to it in that, it is linked to Federal Government funding through Legislation.

Every Family Day Care Scheme in Australia (360) was asked to nominate a date that they felt would provide them with a time frame in which to complete a training program for their Care Providers based on a set of six Quality Elements and thirty two Principles. Key Concepts and Quality Indicators are also included in the model and these are used to help the Schemes base their practices upon.

The six Quality Elements relate to:

- 1) Interactions
- 2) Physical Environment
- 3) Children's Experiences
- 4) Health Hygiene, Nutrition, Safety and Well Being
- 5) Carers and Co-ordination Unit Staff
- 6) Management and Administration

The process of Accreditation involves consulting with Scheme Management, Care Providers, staff, families and children in care.

The Scheme makes a self assessment of its practices incorporating a quality improvement plan. This plan relates to each of the Quality Elements and is included in the Schemes Self Study report that is submitted to the National Childcare Accreditation Council.

At the pre selected date a Scheme has nominated to be validated, a peer Validator unknown to the Scheme, visits to validate their Quality Practices. The Validator is selected and trained by the National Childcare Accreditation Council.

The Validator completes a Validation Report based on observation of the entire scheme and peruses the Validation Surveys completed by the Care Providers, Staff, and Families. These surveys give an indication of their overall knowledge of the Quality Assurance process.

The length of time of a Validation Visit depends on the size of the Scheme, but may be of two, three, four or more days duration.

The Validation Report is then returned to the National Childcare Accreditation Council where a Moderator assesses the Schemes Self Study Report, the Validation Surveys and the Validation Report.

Moderators complete a Report on the Scheme based on the information presented to them and provide the Moderation Ratings.

The Accreditation Decision is made by the National Childcare Accreditation Council.

To be Accredited, a Scheme must achieve a rating of Satisfactory or higher in all six Quality Elements.

The definitions of the ratings fall into four categories:

- Unsatisfactory- means that fewer than a quarter of the indicators are evident in typical Scheme practice.
- Satisfactory- means that between a quarter and a half of the indicators are evident in typical Scheme practice.
- Good Quality- means that between half and three quarters of the indicators are evident in typical Scheme practice.
- High Quality- means that more than three quarters of the indicators are evident in typical Scheme practice.

The Scheme is required to continue its Self Study and improvement cycle until its next Self Study Report is due. These are due every two and a half years.

The standard required for Accreditation is the same for all Family Day Care Schemes but each scheme will determine how they will meet these standards.

Quality Assurance allows for each Scheme's individual circumstances to establish strategies to meet the standards.

Bramble Bay Family Day has been offering its Care Providers professional development training on a Quality Practice Element once a month. This is the method we have chosen to take our Care Providers through the six Quality Elements, Key Concepts and Indicators.

We consider that as we all work together on these Elements, it becomes clear to everyone that the Quality Practices Guide reconfirms and consolidates the concept of quality Family Child Care that we know Care Providers are offering to children and their families.

A portfolio of evidence is collected by Care Providers, the Co-ordination Unit and Management. This will provide the Validator with a picture of how the Scheme operates.

This evidence may be in the form of:

- Certificates of Attendance at professional development,
- photographs of events which have occurred,
- self-improvement plans and the outcomes.
- practices which improve the service being offered,
- letters of recommendation from parents or other members of the community
- work that the children have completed .

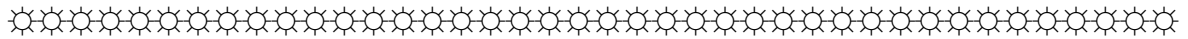
These are all valuable inclusions in a portfolio.

A portfolio needs only to contain items that a Validator would not ordinarily observe on a Validation Visit. It may take the form of a journal, an organized container, a wall chart or an actual Portfolio, whatever works best for the Care Provider. They are not expected to spend too much of their valuable out of work hours on compiling their record of evidence.

Bramble Bay Family Day Care Providers and the Co-ordination Unit are working well to achieve a positive rating when it comes time for our Validation Visit. I have

every confidence that we are all committed to a process of continuing quality improvement to benefit children, their families, Care Providers, Staff and the Australian Family Day Care community.

Grace McDonald
Australasian Delegate Rep International Family Day Care Organisation
Senior Co-ordinator Bramble Bay Family Day Care
116 Board St. Deagon 4017
Queensland
Australia.



News from Europe

Irmtraut Rhein – IFDCO European Representative

October 2002

Here are the greetings from Germany.
We are preparing two conferences, which are important for our region.
In October we arrange the first conference in Munich between the German speaking countries Austria, Switzerland and Germany.
The title is:
“Family day care today and on its way into the future.”

The second conference is going to be in Berlin in November with the title:
“Development for children in family day care.”

As a well known and important speaker we have invited Malene Karlsson from Sweden. She has mainly worked on the present situation of Family Day Care in Europe.

Other news is that in Germany we are dealing with a special problem concerning the official retirement money for childminders.
Does any other Family Day Care services have a similar concern in their country
I would be please to hear from you

Irmtraut Rhein

PS. I look forward to seeing you at the conference all in Wellington in 2003.

Members of the Executive Committee

Chair: Kay Jackson email: kay.jackson@talk21.com

Treasurer: Jan Sahler email: janetsahler@hotmail.com

Secretary: Tina Millar email: tina@carata.com

Regional Reps:

European Region

Irmtraut Rhein email: isgard-rhein@web.de

Patricia Murray email: murray@indigo.ie

Australasian Reps:

Grace McDonald email: bbfdc@powerup.com.au

Amanda McIntosh email: tacita@clear.net.nz

Americas Rep:

Deborah Eaton email: debeaton@cts.com

Lee Dunster email: dunster@sympatico.ca

To access IFDCO home page do either of the following:

www.carata.org.au and click to organisations. IFDCO has a page of its own there.

**INTERNATIONAL FAMILY DAY CARE ORGANIZATION
(IFDCO)**

MEMBERSHIP APPLICATION FORM

IFDCO membership is of two main classes - INDIVIDUAL and GROUP. Within these classes are the sub-classes listed below.

A. INDIVIDUAL MEMBERSHIP

- i) Full Membership For practicing Family Day Care Providers (Childminders)
- ii) Associate Membership For people who work with, or are closely associated with FDC providers/childminders.

B. GROUP MEMBERSHIP

- i) Full Group Membership For a group or organisation, most of whose members qualify for Class Ai or Aii.

Membership dues, valid for 12, 24 or 36 months from date of joining, are (please select one):

	1 Year	2 Years	3 Years
Individual Membership:	40.00 U.S. Dollars	70.00 U.S. Dollars	80.00 U.S. Dollars
Group Membership:	120.00 U.S. Dollars	210.00 U.S. Dollars	240.00 U.S. Dollars

FORM OF PAYMENT:

Check enclosed, payable to IFDCO in US Dollars

VISA

MasterCard

Credit Card Number: _____

Expiration Date: _____

Cardholder Signature: _____

Name: _____ Telephone Number: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Country _____

Please send the membership dues, in American Dollars, or by VISA or MasterCard charge, to:

Janet Sahler, Treasurer
4315 No. 34th
Tacoma, Washington 98407 U S A

International Family Day Care Organisation
(Draft Constitution)

1. Name and Language

1.1 The name of the organization shall be the “International Family Day Care Organisation” (referred to in the document as the “*Organisation.*”)

1.2 The official language of the Organisation shall be English.

1.3 The Organisation will ensure that members have full benefit of the Organisation regardless of their understanding of English.

2. Objectives

2.1 To establish an international network of members involved in Family Day Care

2.2 To facilitate an international exchange of information, ideas and methods for the development of Family Day Care.

2.3 To arrange, organise, assist and participate in the provision of exchanges, of information to further the objectives of the organisation

2.4 To advance the education and training of Family Day Care providers and those associated with service provision by holding conferences, undertaking research and publishing results of research and other relevant information.

3. Powers of the Organisation

3.1 To endeavor to maintain a minimum of 60% participation by Family Day Care providers in relation to membership committees, working parties, etc.

3.2 To arrange, organise, assist and participate in the provision of exchanges, of information to further the objectives of the Organisation.

3.3 To obtain, collect and receive money and funds by way of subscriptions, donations, etc to fulfill objectives of the Organisation

3.4 To provide assistance (financial or other) where possible to members or others associated with Family day Care who can further meet the objectives of the organisation

4. Membership and Voting Rights

There shall be three classes of membership:

4.1 Individual Membership

4.1(a) Full Membership

Open to all individuals working in Family Day Care. Full voting rights and privileges.

4.1(b) Associate Membership

For people who work with, or are closely associated with, Family Day Care workers; and organisations with an interest in Family Day Care. Full voting rights with restricted privileges as determined by the Organisation.

4.1(c) Non-voting Membership

Students and persons interested in promoting the objectives of the Organisation. No voting rights; unable to hold office in the Organization.

4.2 Group Membership

4.2(a) Full Group Membership

For groups or organizations, most of whose members qualify for membership under 4.1(a) and 4.1(b). Voting rights restricted to a maximum of 3 votes per group. Privileges are restricted to those determined by the Organisation.

4.2(b) Corporate Membership

For organizations interested in the aims of the Organisation. No voting rights; limited privileges.

4.3(a) Honorary Membership

Honorary membership granted to individuals who have given special service to the Organisation; granting of membership voted on by general membership of the Organisation; Honorary members not required to pay membership fees; Honorary members have no voting rights and are unable to hold office but are accorded privileges as determined by the Organisation. Limit of one Honorary membership per Organisation's election period; period of Honorary membership is limited to one election period of the Organisation.

5.0 Termination of Membership

5.1 An Individual or Group ceases to be a member of the Organisation if the member:

- (a) resigns the membership; or
- (b) has not paid the current membership subscription; or
- (c) is expelled from the Organisation.

5.2 An Honorary or Life Member ceases to be a member of the Organisation if the member:

- (a) resigns the membership; or
- (b) the Honorary Membership period expires; or
- (c) is expelled from the Organisation; or
- (d) dies.

6.0 Voting Procedure

6.1 The Organisation shall ensure that the democratic rights of members are paramount and that as many decisions as possible are submitted to, and decided by, the whole membership.

6.2 Only current financial members are entitled to vote.

6.3 Mail or FAX voting, on official voting slips, may be used where it is necessary for the whole membership to vote on an issue, e.g., seeking approval to call a special/extra-ordinary meeting of members.

6.4 Voting slips received after the due date will be declared null and void.

6.5 Members will be notified of voting results.

6.6 Voting at triennial general meetings shall be done in person and voting results will be recorded by the International Secretary as part of the Minutes of the meeting. Votes counted and recorded will be listed as: for, against and abstentions.

6.7 Proxy voting, in writing and signed by the member, is acceptable. A member in attendance at a meeting submits the proxy vote. The number of proxy votes carried by any one member is limited to 5.

6.8 Prior to the meeting all financial members will be issued with voting cards (one per individual membership and 3 per group membership) which are held up during counting of votes.

7.0 Membership Fees/Finances

7.1 Fees for membership will be determined by the Organisation at a meeting of members designated for that purpose.

7.2 A membership year is from April 1 to March 31.

7.3 The International Committee shall decide the procedure for the collection of membership fees.

7.4 Depending on the finances of the Organisation, and upon the recommendation of the International Treasurer, the Committee shall have the power to determine a level of subsidy to assist committee members to attend triennial meetings.

8.0 Meetings and Conferences

8.1 All members of the Organisation have the right to attend and participate in conferences and meetings of the Organisation.

8.2 The Organisation shall hold an International Conference every three years and hold a triennial general meeting.

8.3 Submissions from individuals/organizations to hold the next International Conference at a designated location will be considered, and voted on, by members at the triennial general meeting. The successful tenderer would be notified following the conclusion of the meeting.

8.4 The International Conference shall be planned and organized by a committee headed by the International Conference Convenor with input from, and final approval of the program by, the Committee of the Organisation.

8.5 The triennial general meeting will be held in conjunction with the International Conference at which time elections of office bearers will take place.

8.6 The triennial general meeting, and any other meetings, will be: conducted by the International Chair (or in the absence of the International Chair, another nominated Committee member in attendance); and minuted by the International Secretary.

8.7 Eligible members will be able to vote at meetings by attending meetings or submitting a proxy vote either by post or sending the proxy to meetings with a member of the Organisation.

9.0 Information/Representation

9.1 All members of the Organisation have the right to receive all official communications and newsletters of the Organisation.

9.2 Members wishing to represent the Organisation, or its views, may do so only with the express prior approval of the International Committee.

10.0 IFDCO Newsletter

10.1 The newsletter, written in English, shall be used to communicate information relating to the affairs of the Organisation to members.

10.2 The newsletter shall be issued at least three times a year, or more frequently if approved by the International Committee.

10.3 The cost of printing and distributing the newsletter shall be met from membership fees.

11.0 The International Committee

11.1 The management of the affairs of the Organisation, and the control of its finances, between triennial meetings shall be vested in the International Committee. The International Committee shall consist of:

International Chair
International Secretary
International Treasurer/Membership Secretary
International Newsletter Editor
International Conference Convenor
2 representatives from each Regional Chapter of the Organisation
(Europe, Asia/Pacific, Americas)

11.2 Elections of office bearers shall be undertaken at each triennial meeting.

11.3 The International Chair shall be responsible for ensuring that the International Committee carries out its functions in accordance with the constitution.

11.4 Office bearers shall hold office for no more than two continuous terms.

11.5 The International Committee shall have powers, on behalf of the Organisation, to:

- Represent the Organisation and undertake negotiations, contracts and agreements as required;
- Receive and manage all monies;
- Establish sub-committees to deal with special projects;
- Engage experts, for special tasks, as decided by the Organisation;
- Deal with issues in relation to management of affairs of the Organisation between triennial meetings;
- Deal with issues in relation to management of affairs of the Organisation between triennial meetings;
- Notifying all members of the request for a meeting;
- Securing a membership majority vote to justify the calling of such a meeting;
- Notifying member requesting the meeting of outcome of vote;
- Convening the meeting if supported by majority of members.

12.0 Office Bearers

12.1 *International Chair* - responsible for:

- representing the Organisation;
- ensuring that the business and affairs of the Organisation are conducted in accordance with the constitution;
- chairing meetings of the Organisation;
- preparing a report for the triennial meeting;
- casting an additional vote in the event of a tied decision;

12.2 *International Secretary* - responsible for:

- preparing meeting agendas, in consultation with the International Chair, and sending out notices and information relating to meetings;
- taking minutes of meetings and distributing minutes to members within one month of the conclusion of the triennial meeting;

- dealing with correspondence of the Organisation;
- compiling triennial reports of office bearers for distribution to members attending the triennial meeting and ensuring inclusion of reports in the newsletter for distribution to all members;
- working in conjunction with other office bearers to conduct the business and affairs of the Organisation;
- preparing a report for the triennial meeting.

12.3 *International Treasurer/Membership Secretary* - responsible for:

- managing the finances of the Organisation;
- securing Committee approval for expenditure of funds of the Organisation;
- presenting an audited financial statement at the triennial general meeting;
- maintaining a membership register;
- providing a regular up-dated list of members to the International Secretary and International Newsletter Editor;
- preparing a list of new members for inclusion in the newsletter.

12.4 *International Newsletter Editor* - responsible for:

- preparing and distributing a minimum of three editions annually of the newsletter to all members of the Organisation;
- submitting a draft of the newsletter for comment to the International Chair prior to publication;
- preparing a report for the triennial meeting.

12.5 *International Conference Convenor* (from host country) - responsible for:

- heading the committee to organise the International Conference;
- liaising with the International Committee for input into the Conference program;
- submitting the draft program and plans for the Conference for approval by the International Committee prior to the Conference;
- providing an evaluation and financial statement to the Organisation following the conclusion of the Conference;
- remitting any surplus conference funds to the next International Conference Convenor.

13.0 Changes to the Constitution

13.1 Proposed changes to the constitution shall be voted on by the membership at triennial general meetings, or at a special general meeting called for that specific purpose.

13.2 Notification of proposed changes shall be sent to all members at least three months prior to the meeting.

13.3 A change to the constitution shall only be effected if more than 60% of those voting are in favor of the change.

14.0 Dissolution of the Organisation

14.1 Submissions by member(s) for the dissolution of the Organisation shall be considered by the International Committee.

14.2 If, in the opinion of the International Committee, the Organisation is unable to meet its constitutional requirements, a resolution calling for the dissolution of the Organisation, and supporting documentation, will be sent to all members and a mail vote taken.

14.3 All members will be sent notification of the results of the vote.

Standing Orders for the Executive Committee

of

International Family Day Care Organisation

1. These Standing Orders shall be adopted by the Executive Committee at its first meeting at the beginning of its term of office. The Executive Committee shall also at its first meeting adopt other standing orders which have been framed by any previous Executive committee. Standing orders shall be framed by the Executive Committee before undertaking any regular operation constitutionally required to be regularly carried out by the Committee and specifically, those requiring submission to members, such recommendations and voting procedures, hosting of the International Conference, approval of membership and approval of organisational forms and representatives of the Organisation.
2. A change of Standing Orders shall be required to be proposed at the Committee meeting before that at which the vote shall be taken and be recorded in the minutes, in order to inform all voting members including those not present at the meeting. The decision shall then be taken at the next meeting of the Committee and the change shall be made if over half of the voting members vote for the change.

3. Officers

3.1 The International Chair shall have responsibility for ensuring that the Committee carries out its functions under the constitution. The International Chair shall normally represent the Organisation in formal matters but such representation, for cost and travel reasons, shall be capable of being undertaken after decision by the International Committee, by other designated members of the Committee or even by an organisation outside the Committee.

3.2 At the first Committee meeting upon taking office the Committee shall elect a Vice-chair, who:-

- a) shall take over the role of the chair of the Committee in the absence of the International chair.
- b) shall be particularly responsible in the Committee for constitutional matters, such as submission of proposal to the membership and arrangements for voting.
- c) shall advise on standing orders and procedures.
- d) shall have the responsibility for ensuring that members are kept informed of the policy decisions in accordance with the constitution. In this role the Vice-Chair shall work closely with the Newsletter Editor and the editor of the \Journal should one exist.

3.3 The International secretary shall be responsible, in consultation with the International Chair, for preparing the agenda for meetings, sending out calling notices, taking the minutes of the meetings and distributing the minutes to members. This officer shall be responsible for maintaining communication with and between Committee members and facilitating their participation in the work of the committee, and in particular, helping the International Chair to arrange consultations with them when decisions must be taken outside Committee meetings. The International Secretary shall also be responsible for keeping a record of the activities of the Organisation and

drafting the report of the Committees term of office for submission to the membership.

- 3.4 The International Treasurer shall be responsible for managing the finances of the Organisation and shall be empowered, with the agreement of the Committee, to seek expert assistance, for example, the appointment of advisers and auditors. The Treasurer, though responsible for the collection and recording of membership fees, shall work closely with the International Membership Secretary in maintaining the register of membership.
- 3.5 The Chair of the Conference Committee for the forthcoming International Conference shall be a member of the International Committee mainly for the purposes of liaison but shall be permitted to hold other office in the Committee if the Committee shall so desire.
- 3.6 The Newsletter Editor shall have the responsibility and the capacity and access to resources to ensure that the Newsletter is published suitably and regularly. The Newsletter Editor shall, with the Committee agreement, form a group of advisers and helpers, preferably members of the Organisation to carry out this task. The Newsletter Editor shall ensure that a draft of each newsletter is submitted to the International Committee for comment before publication.
- 3.7 At its first meeting, if the Organisation has already decided to publish a journal, the International Committee shall appoint or confirm a previous appointment of a Journal Editor. If no elected member of the Committee is able to assume this function then the Committee should immediately seek a suitable member of the Organisation to appoint to this task. Upon appointment, the Journal Editor shall become a voting member of the Committee. If the Organisation has not already decided to publish a Journal then the Committee shall seek to appoint a suitable person among the elected members of the Committee to investigate the possibility and to recommend a course of action to the Committee. This person could be the Newsletter Editor or if not should work closely with that officer.

4.0 Conduct of Meetings

- 4.1 The chair of the meeting, who shall normally be the International Chair, or if absent, the Vice Chair, shall in that capacity have an additional casting vote in addition to the individual vote.
- 4.2 The secretary of the meeting, who shall normally be the International secretary, shall keep the minutes and ensure that these are circulated to all members of the Committee within one month of a meeting being held. Minutes shall be verified by the Chair of the meeting before circulation to members.

5.0 Arrangement and Frequency of Meeting

- 5.1 Meetings shall normally be arranged to facilitate attendance and minimise cost of travel.
- 5.2 Upon the recommendation of the International Treasurer, depending on the finances of the Organisation, the Committee shall have the power to subsidise its meetings and attendance of members.
- 5.3 The Committee shall normally meet at least once every six months.

- 5.4 The constitution permits when emergency decisions are needed as for instance when an extra-ordinary general meeting is requested, a meeting to take the form of a consultation without all members physically meeting at the same time. Such a consultation meeting may take the form of several sub-meetings, telephone discussions, circulation of papers with comments and other methods which the International Chair and International secretary regard as appropriate. These two officers shall be satisfied that all voting members have received the same information and have had opportunity to consider each others views. This method shall only be used exceptionally.



IFDCO **Nomination for Executive Board Member**

(You may nominate one person for each position)

Position being nominated:

Position

Name/Address of
nominee:

Contact/Email

Nominee's Signature:

Agreement of Nominee?

YES

NO

Nominee's Profile:

Nominated By:



INTERNATIONAL FAMILY DAY CARE ORGANISATION

Voting papers Official absentee voting papers

International
Chair: _____

International
Secretary _____

International Treasurer _____

European Regional Representative

A) _____
B) _____

Australasian Regional Representative

A) _____
B) _____

Americas Regional Representative

A) _____
B) _____