



MAHI MIHINARE  
ANGLICAN ACTION

## PROFESSIONAL FEES POLICY

<b>Category:</b>	Human Resources
<b>Last Review Date:</b>	October 2021
<b>Next Review Date:</b>	October 2023
<b>Endorsed by:</b>	The Anglican Action Missioner
<b>Approved by:</b>	The Anglican Action Mission Trust Board

### Purpose

To clarify the expectation of Anglican Action in regard to the payment of professional association membership fees.

### Statement

Anglican Action recognises by the nature of the professions within the Mission that many staff members will be members of professional associations. Anglican Action also recognises that professional association membership is in the name of the individual staff member rather than the Mission, and it is for this reason Anglican Action maintains that all staff members shall be responsible for paying their own professional association membership fees.

### Scope

This policy applies to all Anglican Action staff members.

### Definitions

Staff member	Staff member means all employees (permanent, fixed-term, or casual), consultants, contractors, service providers, students, and volunteers engaged by the Mission.
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### Policy

1. Personal professional association membership fees are a personal expenditure to be met by the individual staff member.
2. Where a staff member is required to be a member of a professional association in order to discharge the functions of their position by law or as a mandatory specification imposed by the Mission in an employment contract or position description, and the staff member is unable to pay the full fee, the Mission may consider an advance to be paid back through salary deductions.

### **Key Accountabilities & Responsibilities**

<b>Person / Party</b>	<b>Responsibilities</b>
Governance	Review policy every two years or as required
Management	Ensure staff members are aware of this policy
Leadership	Ensure staff members are aware of this policy
Staff	Are aware of this policy

### **Related Policies, Legislation, Regulations and Documents**

- Nil.