

## OUR VISION

To be the leading organisation for administrative professionals that develops and mentors its members, through career development with pathways to education and training.

## STATEMENT OF PURPOSE

To empower and promote excellence and best practice in the administrative profession and to establish collaborative, strategic alliances to advance continuous professional and personal development.

## MEMBERSHIP BENEFITS

- Promotion of excellence through membership grades and the use of post nominal letters.
- Develop networks to advance career opportunities.
- Access to education pathways to further career prospects.
- Provision of educational and professional development events, webinars, workshops, and conferences.
- Discounted registration fees for AIOF events Australia and globally with other selected conference and education providers.
- Mentor and mentee skills development.
- Opportunity to participate on committees.
- Links to affiliated associations globally.
- Exclusive member offers with partner organisations.



## PRO-RATA MEMBERSHIP INFORMATION

MONTH JOINED	Pro-Rata Discount Membership Cost
OCT - DEC	New members receive 25% discount
JAN - MAR	New members receive 50% discount
APR - JUNE	New members receive membership valid until the end of the following financial year.

*Please note that no further discount will be offered to General Members, Student, or Affiliate of AIOF member, except when joining in months of April-June when the membership is extended until 30 June of the following year.*

All memberships are renewed annually on 30 June.

## CONNECT WITH AIOF

WA	<a href="mailto:wadivision@aiop.com.au">wadivision@aiop.com.au</a>
NT	<a href="mailto:ntdivision@aiop.com.au">ntdivision@aiop.com.au</a>
NSW/ACT	<a href="mailto:nswact.division@aiop.com.au">nswact.division@aiop.com.au</a>
SA	<a href="mailto:sadivision@aiop.com.au">sadivision@aiop.com.au</a>
VIC/TAS	<a href="mailto:victasdivision@aiop.com.au">victasdivision@aiop.com.au</a>
QLD	<a href="mailto:qlddivision@aiop.coam.au">qlddivision@aiop.coam.au</a>
NATIONAL	<a href="mailto:membership@aiop.com.au">membership@aiop.com.au</a>
<a href="http://WWW.AIOP.COM.AU">WWW.AIOP.COM.AU</a>	



## ABOUT AIOP

The Institute was established in 1963.

AIOP is the only national professional body for office professionals in Australia which covers a huge range of job titles including Executive Assistants, Personal Assistants, Executive Officers, Office Managers, Administrators, from entry level to executive level and from a variety of industries. AIOP is managed by volunteers by its members for its members.

AIOP is dedicated to actively promoting the standing of the profession and to increase the competence and effectiveness of its members through education and training forums. Professional and personal development meetings are held regularly in each Division around Australia.



## GRADED MEMBERSHIP

There is an appropriate grade of membership for all administrative professionals. A brief description of these grades is set out below.

### Fellow FAIOP

**\$140**

Any person who is the holder of a business degree, diploma, or equivalent qualification with an accredited institution, and currently employed as an office/administrative professional or suitably qualified educator responsible for business education, with not less than 15 years' office experience. Evidence of qualifications should include proof of completing the qualification, and a Resume' listing years of working experience, and demonstrate ongoing professional development.

### Associate Fellow AFAIOP

**\$140**

Any person who is the holder of a business degree, diploma, or equivalent qualification with an accredited institution, and currently employed as an office/ administrative professional or suitably qualified educator responsible for business education, with not less than 10 years' office experience; OR has 15 years' office experience, and can provide written evidence of ongoing professional development. Evidence of qualifications should include proof of completing the qualification and a Resume' listing years of working experience.

### Member MAIOP

**\$140**

Any person who is currently employed as an office/administrative professional or suitably qualified educator responsible for business education, with not less than 5 years' office experience and can provide written evidence of ongoing professional development.

### Other Memberships

#### General Member

**\$95**

Any person who is an administrative professional, business educator or affiliated with the office profession may apply as a General Member and is not required to submit evidence of qualifications, or working experience. A general member is not entitled to use post-nominal letters.

### Student

**\$40**

Any person who is currently studying full-time for a business qualification and provides written evidence of course details and a copy of their student card including their ID number.

### Affiliate Connections

**\$60**

Any person who maintains a connection with AIOP either is a past member, non-working person, or a volunteer may apply for an Affiliate membership.

### International

**\$140**

Any Office/Administrative Professional living and working overseas may apply for an international membership, provide evidence of qualifications, including a transcript of qualification, and a resume of years of working experience.

Please visit our website and complete the registration form to become an AIOP member.

<https://aiop.com.au/membership/>

Corporate Memberships	Number of Representative /Members	Current Fees 2021/2022
Silver Partner	1-4	\$390
Gold Partner	5-8	\$700
Platinum Partner	8-12	\$1000
Bronze College Partner (Admin staff only)	15-20	\$1500