

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

- Professional standing through nationally recognised post-nominals.
- Opportunity for mentor/mentee pathways
- Employment and career advancement prospects.
- Relevant educational and professional development member evenings, workshops and conferences.
- Reduced registration fees for AIOF events
- Australia wide as well as with other selected conference and education providers.
- Expanded network of professional contacts.
- Skills development through opportunity to participate on division and national committees.
- Links to affiliated associations worldwide.
- Exclusive member offers with partner organisations.
- Quarterly National e-Newsletter "Leading the Way".

PRO-RATA MEMBERSHIP INFORMATION

MONTH JOINED	PRO-RATA DISCOUNT TO MEMBERSHIP COST
OCT - DEC	New members receive 25% discount
JAN - MAR	New members receive 50% discount
APR - JUN	New members receive membership valid until the end of the following financial year.

All memberships are renewed annually by 30 June.

Please note that no further discount will be offered to first-year 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.

CONNECT WITH AIOF

National membership@aiof.com.au
AIOF has divisions in every State of Australia.



Find us on
Facebook

LinkedIn



Redeveloping the Office Professional

**MEMBERSHIP
BROCHURE**

2023-2024

www.aiof.com.au

ABOUT US

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 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 demonstrating 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. Evidence of qualifications should include proof of completing the qualification and a resume listing years of working experience.

OTHER MEMBERSHIP

INTERNATIONAL AU\$140

Individuals and organisations resident overseas or international administrative professionals or organisations may apply for a graded or corporate membership. Student membership is also available for AU\$40.

GENERAL MEMBER \$95

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

STUDENT MEMBER \$40

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

AFFILIATES OF AIOP \$60

Any person who wishes to maintain a connection with AIOP e.g. past member, non-working person, or a volunteer may apply for Affiliates of AIOP membership.

CORPORATE MEMBERSHIPS

Organisations who employ or are affiliated with administrative professionals or business education. A Corporate Member may nominate (Australia wide): up to four representatives (Silver), up to eight representatives (Gold), up to 12 representatives (Platinum), up to 20 representatives (Diamond), up to 20 representatives (College Group), up to 40 students (Education Partner) Unlimited staff (TAFE Colleges)

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

aiop.com.au