

**ANZICA**  
**AUSTRALIA AND NEW ZEALAND**  
**INFERTILITY**  
**COUNSELLORS' ASSOCIATION**

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# 1. GENERAL INFORMATION

## a. BACKGROUND

ANZICA was founded in 1989 and was incorporated in 1999. At this time ANZICA was constituted as an independent body separate from, but with close links to the Fertility Society of Australia. At the time it was determined that ANZICA should have an independent voice both in counselling and advocacy for individuals and in the broader public debate. Providing a strong professional and educational base for all counsellors working with people experiencing infertility was another important function.

ANZICA has acted as a consultative body on psychosocial issues pertaining to infertility, infertility counselling and related matters and has established Counselling Guidelines to document the minimum standard of service provision.

Since its foundation the FSA has consulted widely and counsellors are now regarded as integral to infertility and treatment. This is now reflected in the RTAC code of practice and auditing processes.

In 2005 the ANZICA membership voted to accept FSA's invitation to join FSA as a sub group in line with SIRT, FNA and the IVF Directors.

## **b. CONSTITUTION**

- The Australian and New Zealand Infertility Counsellors' Association (ANZICA) is a group formed under the auspices of the Fertility Society of Australia (FSA .
- This group is bound by the constitution of the Fertility Society of Australia.
- The constitution is a 40 page document and is available from:

FSA Secretariat  
Waldron Smith Management  
61 Danks Street  
Port Melbourne VIC 3207

## **c. AIMS**

1. To represent the interests of Infertility Counsellors throughout Australia and New Zealand.
2. To promote recognition and understanding of counselling and the counselling process in the context of infertility.
3. To provide a forum for the exchange of ideas and mutual support at local, national and international levels.
4. To promote the training and education of counsellors in the area of infertility.
5. To promote research that will lead to a better understanding of the counselling needs of infertile people and improve the effectiveness of counselling services.
6. To act as a consulting body on psychosocial issues pertaining to infertility and infertility counselling.
7. To ensure that issues relevant to infertility counselling are brought to the attention of appropriate bodies and individuals.
8. To keep the membership informed of ANZICA activities and other relevant issues through a regular newsletter.

## **d. GOALS**

1. To establish and maintain eligibility requirements for ANZICA membership.
2. To support and encourage FSA membership and encourage counsellor representation at FSA Annual General Meetings.
3. To conduct ANZICA workshops twice a year, one workshop being conducted at the annual FSA meeting.
4. To maintain a current register of ANZICA members for all ART units in Australia and New Zealand.
5. To elect an executive committee at the ANZICA Annual General Meeting.

## **2. MEMBERSHIP**

### **a. FSA Membership**



The  
Fertility Society  
of Australia

**(Insert Form)**

## **b. ANZICA MEMBERSHIP**

RTAC and the FSA Council have adopted ANZICA's established requirements for membership as the minimum criteria for ART unit counsellors.

### **Full membership:**

The ANZICA executive committee may admit to full membership a person who has agreed in writing to be nominated for membership of the association and who:

- a. Has at least a four year tertiary qualification from a recognised institution and is:
  - i. Registered to practice as a psychologist in a state of Australia or in New Zealand, or
  - ii. A member of, or is eligible for membership of, the Australian Association of Social Workers or the New Zealand Association of Social Workers (Bachelor of Social Work – four years), or
  - iii. Registered to practice as a psychiatrist in a state of Australia or in New Zealand.
- b. Is counselling clients who are concerned about issues relating to infertility, and
- c. Has at least two years full-time or equivalent supervised postgraduate counselling experience, and
- d. Has demonstrated current knowledge of infertility and infertility treatments.

### **Associate membership:**

The ANZICA executive committee may admit to associate membership a person who has agreed in writing to be nominated for membership of the association and who fulfils the requirements of a, b and c above. Until d can be fulfilled the counsellor must receive regular supervision from a full ANZICA member and have access to the ANZICA web pages.



**ANZICA  
MEMBERSHIP FORM 2008**

**AUSTRALIAN AND NEW ZEALAND**

**INFERTILITY COUNSELLORS' ASSOCIATION**

**A SUBGROUP OF THE FERTILITY SOCIETY OF AUSTRALIA**

**Chairperson: Joi Ellis**  
**Fertility Associates**  
**Private Bag 28-910**  
**Remuera, Auckland 1541**

**Membership: Liz Hurrell**  
**Reproductive Endocrinology**  
**Royal Prince Alfred Hospital**  
**Missenden Road, Camperdown, NSW2050**

**Ph: (09) 520 9520**  
**Fax: (09) 520 9521**  
**Email: jellis@fertilityassociates.co.nz**

**Ph: (02) 95158119**  
**Fax: (02) 95157976**  
**Email: elizabeth.hurrell@email.cs.nsw.gov.au**

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**APPLICATION  
For  
MEMBERSHIP, ASSOCIATESHIP, Or AFFILIATESHIP**

**1.0 Personal Details**

**1.1 Name:**

\_\_\_\_\_

(Family Name)

\_\_\_\_\_

(Given Name)

**1.2 Address:**

\_\_\_\_\_  
\_\_\_\_\_ **Post Code:** \_\_\_\_\_

**1.3 Telephone:(Home)\_\_\_\_\_ (Work)\_\_\_\_\_**

**1.4 Email Address: \_\_\_\_\_**

**2.0 Level of Membership for which you are applying:**

**Member:**

**Associate:**

**Affiliate:**

**3.0 Academic Qualifications:**

**3.1** Please detail courses completed, including year of award and name of the awarding institution. *Certified copies of academic records must be attached. Ordinary photocopies are NOT acceptable.*

| <i>Name of Course</i> | <i>Awarding Institution</i> | <i>Year of Award</i> |
|-----------------------|-----------------------------|----------------------|
|                       |                             |                      |
|                       |                             |                      |

**3.2** Please also state your university training in psychological counselling including course outlines, topics covered and number of hours involved for each topic. Also include the number of hours of supervised practice and the names and qualifications of supervisor/s:

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**4.0 Post-graduate Supervision:** Full membership requires at least 2 years of post-graduate professional counselling supervision. Please indicate (in chronological order) your supervisor's name(s), length of supervision with that person(s) and the location of the supervised work. **Also include signed statements from your supervisor attesting to your satisfactory completion of your supervision, and include contact details:**

| <b>Supervisor's Name</b> | <b>Duration of Supervision</b> | <b>Workplace</b> |
|--------------------------|--------------------------------|------------------|
|                          |                                |                  |
|                          |                                |                  |

**5.0 Membership of any Professional Association:** eg APS, AASW, FRCOP. *Please indicate level and duration of membership and attach a certified copy of your current membership certificate(s):*

| <b>Professional Association</b> | <b>Membership level</b> | <b>Year joined</b> |
|---------------------------------|-------------------------|--------------------|
|                                 |                         |                    |
|                                 |                         |                    |

**6.0 Practice Registration Details (if applicable):**

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**7.0 Employment - Current Employer(s):**

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**8.0 Current Job Description:**

*(include number of infertility counselling hours per week)*

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**9.0 Other relevant employment or academic research. - Please give details.**

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**10.0 Current knowledge of infertility and its treatment**

*Please indicate your level of involvement in the last 12 months:*

**10.1 Books and journals read: \_\_\_\_\_**

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**10.2 Workshops in infertility attended: \_\_\_\_\_**

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**10.3 Conferences or academic papers attended: \_\_\_\_\_**

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**10.4 Other e.g. clinics visited:** \_\_\_\_\_

\_\_\_\_\_

You are invited to attach any further information which to support your application.

|                                                                                                          |     |                  |
|----------------------------------------------------------------------------------------------------------|-----|------------------|
| I am agreeable to my name and business contacts being given to potential clients or other professionals. | Yes | No (please tick) |
|----------------------------------------------------------------------------------------------------------|-----|------------------|

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please return to: - Liz Hurrell**  
**Reproductive Endocrinology and Infertility**  
**Missenden Road, Camperdown NSW 2050**  
**Ph:(02) 9 515 8119**  
**Fax: (02) 9 515 7976**  
**Email: elizabeth.hurrell@email.cs.nsw.gov.au**

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**Note:** Processing of applications for membership usually takes 4 – 6 weeks. You will receive written confirmation from the Chairperson of ANZICA. Your separate FSA application will be approved by the FSA Council following recommendation to FSA by the ANZICA subgroup.

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## Checklist

Before you post this application have you:

- Completed all questions on the form.
- Attached certified copies of your academic transcripts.
- Included signed statements from your counselling supervisors.
- Attached a certified copy of your current membership of the relevant professional association.

### **3. EXECUTIVE COMMITTEE**

The Executive Committee has a duty to represent all ANZICA members, to carry out the aims of the Association (see above) and to implement decisions made at the AGM.

#### **ANZICA EXECUTIVE COMMITTEE:**

The ANZICA Executive committee shall comprise no more than eight members, four of whom will be honorary officers. The Committee will be elected every three years at the AGM

The executive committee shall elect the honorary positions of Chairperson, Secretary, Membership secretary and Treasurer.

#### **a. COMPOSITION:**

Chairperson  
Secretary  
Membership Secretary  
Treasurer  
Four General positions

In addition the Executive will appoint and if necessary co-opt to the committee:

FSA Council Representative – three year term  
RTAC Representative  
Newsletter Editor  
Web Master

**b. NOMINATIONS**

Nominations are open to full members of ANZICA and who are financial FSA members.

The secretary of ANZICA will call for nominations 28 days in advance of the AGM.

Nominations of candidates for election to the executive committee shall be submitted in writing to the secretary of ANZICA at least 14 days in advance of the AGM and shall bear the signatures of the proposer who is a full member of ANZICA and the proposed candidate, indicating that the proposed candidate consents to the nomination.

**c. VOTING**

In the event that there are more than eight nominations, a ballot paper will be prepared and voting shall be held at the AGM. Voting is by simple majority. It will be held by secret ballot.

In the event that there is a tied vote, a second vote will be taken.

**PROXY VOTING**

Where a full member is unable to attend the election a proxy may be nominated. A form will be completed 14 days prior to the election stating who will be absent from the election and nominating their proxy. Both individuals should be signatures to the form

**d. MEETINGS**

The Executive shall meet at least twice a year. One meeting will be face to face (usually at the AGM). Other meetings may be held by phone conferencing.

## **e. JOB DESCRIPTIONS**

### **i. ANZICA Chairperson**

#### **JOB DESCRIPTION**

- Chair Meetings of the Executive
- Chair AGM
- Attend FSA meetings and report on major ANZICA activities, goals, plans, etc.
- In consultation with executive committee determine workshops for the year and nominate working party to arrange workshop.
- In consultation with ANZICA secretary organize dates for:
  - AGM for ANZICA members at FSA annual Scientific meeting
  - Conference calls as required
- In consultation with ANZICA secretary:
  - Prepare meeting agenda
  - Review minutes of meetings, prior to distribution
- Write to successful applicants welcoming them to ANZICA
- Prepare annual report for AGM and ANZICA newsletter
- Liaise with FSA and RTAC representatives

## ii. **ANZICA SECRETARY**

### **JOB DESCRIPTION**

- With Chairperson determine dates of AGM and other executive meetings.
- Prepare agenda for executive meetings and AGM:
  - Call for agenda items prior to each meeting
  - Review agenda with chairperson prior to meeting
  - Book conference calls
- Minutes:
  - Take minutes of all meetings
  - Review with chairperson prior to distribution
  - Circulate minutes to all committee members
- Liaise with FSA Secretariat
- Collate all minutes and hand on to new incoming Secretary



### iii. **ANZICA TREASURER**

#### **JOB DESCRIPTION**

- Liaise with contact person at FSA Secretariat and FSA Treasurer
- Keep current financial FSA/ANZICA member list as per list provided by ANZICA membership secretary
- Notify ANZICA membership secretary of any members who have lapsed in FSA fees
- Prepare financial report for all executive meetings and AGM
- Keep invoices of expenses and forward to FSA secretariat for payment to appropriate person

iv. **ANZICA MEMBERSHIP SECRETARY**

**JOB DESCRIPTION**

- Review all applications for ANZICA membership:
  - In the event that there is some discrepancy with application the matter to be referred to executive committee
- Maintain list of all financial members of FSA/ANZICA
- Notify Chairperson to generate “welcome” letter
- Prepare report for executive meetings and AGM

## **f. ADDITIONAL POSITIONS**

### **i. ANZICA NEWSLETTER EDITOR**

#### **JOB DESCRIPTION**

- Call for and co-ordinate submissions to publish newsletter on a regular basis (minimum two per year)
- Circulate newsletter to all FSA/ANZICA members
- Advertise AGM and workshops

## **ii. FSA COUNCIL REPRESENTATIVE**

### **ELIGIBILITY**

- Full member of ANZICA
- Financial member of FSA
- Has held position on executive of ANZICA for at least one term (3 years)
- Appointed to the position by the ANZICA executive

### **JOB DESCRIPTION**

- 3 year term
- Represent ANZICA and the aims of ANIZCA on FSA Council
- Attend executive meetings as a co-opted member
- Communicate all significant FSA decisions to ANZICA Chairperson
- Provide report to executive
- Provide report to AGM (also published in ANZICA newsletter)

### iii. **RTAC REPRESENTATIVES**

In accordance with FSA and RTAC management the ANZICA executive shall have an ANZICA representative on RTAC.

#### **ELIGIBILITY:**

- Full member of ANZICA
- Financial member of FSA
- Has held position on executive of ANZICA for at least 1 term (3 years)
- Appointed to the position by the ANZICA executive

#### **JOB DESCRIPTION:**

- 3 year term (with possibility of further terms)
- Report to RTAC Chairman
- Report to ANZICA executive
- To act as part of the RTAC team in auditing process as determined by FSA and RTAC
- To enforce the RTAC Code of Practice
- To advice RTAC and auditors re counselling standards, psychosocial needs of people experiencing infertility and treatment
- To comply with the policy and procedure manual of RTAC

## **iv. WEBSITE MANAGER**

### **JOB DESCRIPTION**

To liaise with FSA Secretariat to ensure:

- ANZICA link is kept up to date with current information
- The annual current workshops are advertised clearly
- Current membership forms are accessible
- Executive Committee members and contact details are current