



Update to the Profession – June 2014

Dear Colleagues,

The Hypnotherapy Council of Australia (HCA) continues to build a solid foundation for the future of our profession. This update includes important information regarding the combined Annual General/Special General Meeting (AGM/SGM), 3 new resolutions relating to proposed policies, and your entity's HCA membership, so please read it all carefully. All HCA members also need to watch for further relevant emails in the coming weeks.

The HCA National Board is preparing important information for the HCA Annual General Meeting and Special General Meeting (AGM/SGM) on 30 August 2014 at the Grand Chancellor Hotel, 23 Leichhardt Street (Cnr Wickham Terrace), Brisbane.

With all due respect, many AGMs/SGMs can be a little dry. These HCA meetings are not :) Although there is voting on Board positions that are up for election and reports to be given, alongside this generic format are frank discussions about shared concerns which helps overcome those challenges, and direct the future of this profession. It is important that your entity's delegate(s) attend the AGM/SGM.

At the AGM, half of the National Board positions are up for re-election. We have a split bi-annual election process, and all terms are for 2 years. This year, the positions of Vice-President, Secretary and two Board positions are up for election, including one educational organisation position. Note that existing Board members may be standing for re-election. Nominations for Board positions close 15 August, and any nominations must carry endorsements by 2 different HCA Member Entities.

All HCA Member Entities have a vote as per the Constitution, whether they attend or not. So if your entity's delegate will not be attending, please make sure you organise a suitable proxy to carry your voice and your vote. Only HCA delegates may attend the AGM/SGM, one or two official delegates to represent each HCA Member Entity.

Only items listed on the AGM/SGM Agenda will be discussed. All AGM/SGM details and documents will be emailed to listed HCA Members' delegates and relevant personnel by the end of July. If your HCA Member Entity has not received these by 30 July, please contact the Board urgently at secretary@hypnotherapycouncilofaustralia.com.

Deadlines apply to submission of documents relevant to the AGM/SGM. All notices of attendance, nominations or proxies will be personally acknowledged, so if you do not receive a personal acknowledgement (not just the standard auto response), then please resend your details immediately, or call the President on 07 55358462. Thank you. If you have an item that you would like to be considered for the agenda, please submit it to the Board by 14 July.

Please take note of the addresses for document submissions that are contained in the AGM/SGM documents, as only these addresses can be used for submission. If you are submitting a document within a week of the deadline, we recommend you use scanned and emailed documents only to ensure their timely arrival. This will allow time for them to be validated before the deadline closes.

Proposed policies and discussions

In the SGM portion of the day, 3 proposed policies will be presented for voting. Special Resolution 1 (SR1) relates to minimum supervision standards, and special resolutions 2 (SR2) and 3 (SR3) carry amendments to the Handbook of Ethical Practice. In addition to these proposed policies, there will be important informal discussions, which may include criteria for ANHR membership, dealing with non-HCA organisations, the possible benefits of a single national register for practitioners, and the role of HCA with Government submissions.

The agenda, resolution details, explanations, and final foreshadowed discussion topics will be forwarded to all member entities' delegates and relevant personnel by the end of July. This complies with the Constitution, and

allows time for associations' management committees and educational organisations' principals to consider and discuss the resolutions prior to the meeting.

For the HCA Board to present our members a proposed policy for voting, the resolution first has to be accepted by at least 85% of the Board members. Then at an SGM, after due notice of the proposed policy, the policy must gain an 85% approval by weighted voting of the assembly of delegates (representing all HCA member entities whether present in person or not) for it to become a HCA policy. (See HCA Constitution section 18.4)

Comprehensive details about the voting processes for elections and special resolutions will be sent out with the relevant paperwork at the end of July, so please watch your inbox.

After the meetings, partners are welcome to join the delegates at the Saturday night dinner at Frescos (at own cost), although the meetings themselves are for listed HCA Entity delegates only.

Could you please advise numbers of delegates who will be attending the meeting for your entity, as well as numbers for dinner by 16 August? Thank you. Please also advise any special dietary requirements at that time to allow for suitable catering to be arranged.

Timeframes (An attachment has been provided if you cannot read this table in the email)

HCA is governed by a Constitution and other practicalities that have deadlines and timeframes for action. For your convenience, we have laid them out for you.

Action	Deadline
Request for items to be on agenda needs to be received prior to last Board meeting	9pm 14 July
All AGM/SGM details must be approved by the last Board meeting	16 July Board meeting
Notice to entities of AGM, including agenda, proxy forms, nomination forms and voting process details	30 July
Notice to entities of SGM and Special Resolutions	30 July
Notice required from entities re attendance or submission of proxy vote	12 August
Nominations for Board positions close	9pm 15 August
Advice goes out to member entities of final nomination list	By 18 August
Advice to Grand Chancellor re final numbers for meeting and for dinner reservations	16 August
Notice of any special dietary needs for lunch and dinner to Grand Chancellor	16 August
HCA AGM/SGM Grand Chancellor Brisbane	30 August

HCA Membership

We are now into the new financial year, and the all HCA Member Entities would have received their membership renewal forms at the beginning of June. If your entity has not completed their membership renewal yet, please do so ASAP. We are aware that there have been some changes within organisations, so please make sure you fill in all the details on the form, list your current delegates, and also confirm if your organisation is still eligible for membership of the HCA.

Additionally:

It concerns the Board to hear that there is still confusion amongst practitioners regarding the HCA, its role and processes, so the National Board requests that each HCA member association and educational organisation send each "Update to the Profession" out to its practising hypnotherapy members "as is" by email so that we can help dispel the confusion. This should also help further unite us as a profession.

If your organisation is not yet a member of HCA, and would like to join, please contact us to discuss how this may be achieved.

If you would like to contact the National Board about these or other matters, please feel free to do so via secretary@hypnotherapycouncilofaustralia.com or president@hypnotherapycouncilofaustralia.com.

Regards,
Margaret Kelly
President
Hypnotherapy Council of Australia

The HCA Mission:

*'The Hypnotherapy Council of Australia (HCA) is the national peak body for Clinical Hypnotherapy in Australia.
The HCA provides a cohesive identity for the diversity of hypnotherapy methodologies and promotes their professional and
ethical practice for the benefit of the community.'*