



## Task Force Report- WA-Summit Advisory Council- Future

### Contents

Executive Summary.....	2
Background .....	3
2018 Task: WA-Summit Advisory Council - Future .....	3
Future Structure of the Advisory Council: .....	4
Outcome: .....	4
Phase I.....	5
Phase II.....	5
Phase III.....	6
Membership Fee .....	6
WA-Alliance Interim Council .....	7
Recommendations .....	8
Appendix A – Future structure explanation.....	9
Appendix B – Structure diagram .....	10
Appendix C – Survey on Structure and Name.....	11
Appendix D – Final IAAP Funding Report.....	13
Appendix E – Fees Structure Survey .....	15
Appendix F – One-pager Interim Council role .....	17
Appendix G – Application form.....	18
Appendix H – Checklist for Potential Applicants.....	19



*10<sup>th</sup> WA-Summit, Frankfurt 2018 – Flags of 22 Delegate Countries attending*

## Executive Summary

This report provides background to the request from the Delegates at the 11<sup>th</sup> WA-Summit for the Advisory Council to reconsider the current structure of the Advisory Council. This request is set out in the [2018 WA-Summit Outcomes](#) document.

To meet the request a Task Force, WA-Summit Advisory Council – Future, was formed late 2018. The Advisory Council committed the Task Force to consulting with the 2018 Delegates during the process.

The task was divided into three phases:

1. Determine a formal structure and where it should be based – consultation
2. Set up the formal structure and find an Interim Chairman – consultation
3. a) determine a membership fee - consultation  
b) form a globally representative interim governing body

The Task Force worked through each phase and consulted with the 2018 Delegates throughout the process. Support for the first two phases was received through consultation, which enabled the continuation of the task through to phase three.

1. In the first phase, after consultation:
  - the formal structure as a Non-Profit Trade (profession) Association to be incorporated in the United States was agreed
  - the name World Administrators Alliance (WA-Alliance) was agreed.

There were questions asked during the consultation and answers were provided directly to those surveyed. Both questions and answers are included in the [FAQs](#) on our website.

2. In the second phase:
  - the Task Force developed Bylaws for the WA-Alliance, which was incorporated in April 2020. Both the Incorporation Certificate and the Bylaws are available on our [website](#). This was only possible due to an IAAP Foundation financial grant, which covered the redevelopment of the Advisory Council web page, fees for legal advice, and incorporation fees.
  - Helen Monument accepted becoming WA-Alliance Interim Chair and this appointment was universally agreed to by the Advisory Council members. Helen will be replacing Eth Lloyd, Advisory Council Chairman as she is retiring at the end of August 2020.
3. The third phase was broken into two parts:
  - a) To determine a membership fee  
Consultation was by survey but only a few responses were received, however 92% of those agreed with the amount suggested. There was no clear agreement on a structure. The Task Force therefore decided that further direction was required from the 2020 Delegates with the interim governing body to be asked to progress and finalise this.
  - b) To form an interim governing body (council)  
This is ongoing and more detail can be found on page 7 of this document.

Finally, this report sets out the recommendations for the Delegates to consider, to consult on, and then vote on at the 11<sup>th</sup> WA-Summit on-line Business Meeting on 30 August 2020.

Eight Appendices are included which provide the documentation used throughout this process.

## Background

In 2003 at the 5<sup>th</sup> International Secretarial Summit in London, initial discussions were held on developing a body to co-ordinate the “between summit periods” and to provide continuity from one summit to the next. This body, the International Advisory Council (IAC or Advisory Council), was informal, was formed from regions around the world, and led by two Co-convenors (immediate past and next summit convenors). [Terms of Reference](#) were developed, and after the 6<sup>th</sup> International Secretarial Summit 2006 on the Gold Coast Australia it began working. The Advisory Council was responsible in 2006 for developing [Administra](#) or the World Action plan, from the outcomes of the discussions held. The intention was that at each WA-Summit, every country present would report against the Goals in *Administra*.

However, over the intervening years, it became clear that the IAC only had the capacity to manage the preparations for each summit with insufficient time for gathering information on topics to be discussed.

In 2015 at the 9<sup>th</sup> WA-Summit in Papua New Guinea, Delegates asked for a [review of the International Advisory Council](#). This led to a restructure with a single Chairman with the Co-convenors becoming part of an Advisory Council, not leading it. This move allowed the Co-convenors to focus on the next WA-Summit, enabling the remainder of the Advisory Council to focus on other responsibilities.

At the 9<sup>th</sup> WA-Summit, the Advisory Council was also asked to research three topics:

1. International Credentialing
2. International Networking
3. International Position Titles.

The Advisory Council used its new structure to develop Teams who were tasked to undertake research on these topics. This research included desktop research and a global survey which received 3000+ responses. This work culminated in [three reports](#) which were presented to the 10<sup>th</sup> WA-Summit Delegates in 2018. Two of these reports required further work which is currently ongoing.

## 2018 Task: WA-Summit Advisory Council - Future

In our very rapidly developing world, it had become clear that the WA-Summit Advisory Council, as an informal body, would not be able to provide long-term resilience, leadership, and advocacy. This thinking was set out for the Delegates in a [one-page explanation](#) prior to the 2018 10<sup>th</sup> WA-Summit. Delegates were asked to consider and consult on this within their own countries.

At the 2018 10<sup>th</sup> WA-Summit Business Session, the Delegates present agreed a more formal organisation was essential to ensure the purpose of *guiding, influencing and positively developing the profession* could be more fully met.

Those Delegates present then asked the Advisory Council to reconsider the current structure of the Advisory Council, as set out below from the [2018 WA-Summit Outcomes](#) document, which shows:

“Future Structure of the Advisory Council: The Delegates need to consider a more sustainable way of continuing; consider a different model to make the organisation more sustainable and resilient.

#### Discussion:

- USA: The world is moving very fast. We need to look at a model that will be a way to keep up, lead up. How do we move the profession ahead, elevate, accentuate? Look at a model much like a strategic plan.
- Canada: What does the WASummit look like post-today? What do the next steps look like and what are we looking at? How do we take the work already done and build on it to continue the work and the walk?
- Ambassador (Lucy Brazier): discussion must involve all of you. It shouldn't be just a few of us being involved. How do we continue to have those conversations in-between? Communication must be ongoing.
- Germany: The Chairman of the Advisory Council has given us opportunity. Everyone needs to accept the opportunity given to us.
- New Zealand: this is my (NZ Delegate) 5<sup>th</sup> Summit and agree we need to do them well.
- In the last few years, this forum has been run by volunteers.
- Thank you to the Chairman and those involved in facilitating this Summit, it has been amazing.
- Chairman: The Advisory Council will not make changes without consulting you, the Delegates.

#### Outcome:

**THAT** the WASummit continues with the structure as it currently is, with a new structural model to be further investigated over the next 12 months by the Advisory Council.

Suggestions/outcomes from this investigation will be consulted on with Delegates before being agreed and put in place, preferably no later than 2020.

**ACCEPTED”**

To fulfil this Outcome, the Advisory Council developed a Task Force which was asked to investigate and develop the best process to meet this Delegate request. The Task Force was also instructed to ensure they consulted with the 2018 Delegates, as promised, on major steps in the investigation which was to lead to the development of a stronger, more resilient, and sustainable model replacing the Advisory Council.

In late 2018 the Task Force, WA-Summit Advisory Council – Future, was developed with members:

Eth Lloyd (NZ), Veronica Cochran (USA), Lucy Brazier (UK), Dawn Becker (Canada), Melissa Mahoney (USA), Diana Brandl (Germany), Megan Hall (USA), with Melba Duncan (USA) as an Advisor.

A further four members were added in early 2020:

Helen Monument (Netherlands), Barrett Shaw (USA), Jesse Egeonu (Nigeria), Lizzie Jean-Nandjui (France).

Eth and Veronica took Co-Leadership roles with Veronica supplying access to Zoom for our monthly meetings and leading meetings and discussions.

The Task Force worked on:

1. Phase I – consideration of structural models, the most practical country to base the new structure in and a new suggested name. Consultation was then conducted with the 2018 Delegates and Associations globally.
2. Phase II – setting up the new structure and seeking an Interim Chair for the Governing Body.
3. Phase III – a) setting a membership fee. Initial polling of the 2018 Delegates and the Advisory Council to be conducted providing options for a membership fee amount and structure. Depending on responses, finalising the membership fee may then become a task for the new WA-Alliance Council (Governing Body) after endorsement at the 2020 WA-Summit Business Session.  
b) Seeking initial members of the Council. This is being undertaken as a “recruiting” process and documentation has been developed to assist the Task Force in this search. This work may also only be concluded after the endorsement of the new Council structure, though it is expected that good progress will have been made.

This report itemises each of the Phases and then lists recommendations on the actions undertaken to date, for endorsement by the Delegates.

## Phase I

The Task Force discussed various options for a more resilient and sustainable structure. The Task Force settled on a Non-Profit Trade (profession) Association incorporated in the United States. This location provides a base from which the application for incorporation could be made, which was undertaken with the support of the International Association of Administrative Professionals (IAAP).

The Task Force proposed a new name for the Advisory Council of the World Administrators Alliance (WA-Alliance).

The Task Force:

- [Documented](#) (see website), explained<sup>1</sup>, and diagrammatically showed the new structure<sup>2</sup> sent to 2018 Delegates and Associations globally
- Consulted on the new structure through a survey with the 2018 Delegates and Associations globally<sup>3</sup>
- Took on board the feedback received
- Responded to all questions raised, with answers to all surveyed, and shared those questions and responses on the WA-Summit website [FAQ's](#).

A clear majority of those surveyed supported the new structure and proposed name.

## Phase II

A funding grant of US\$5,000.00 was applied for and received from the IAAP Foundation which covered:

- the development of a new page on the new WA-Summit Website for the WA-Alliance
- Incorporation fees

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<sup>1</sup> Appendix A – Future structure explanation

<sup>2</sup> Appendix B – Structure diagram

<sup>3</sup> Appendix C – Restructure Survey

- fees for legal advice on the wording of the Bylaws and Incorporation document.

These funds were essential in enabling this work to be completed. The acknowledgement and appreciation, from this Task Force, the Advisory Council, and the international administrative professional global community to the IAAP Foundation for granting this funding is recorded here and on the Advisory Council page on our website. Our final report to the IAAP Foundation is in Appendix D<sup>4</sup>.

**NB:** that final incorporation fees and legal advice were higher than originally anticipated and used all the funding available.

The new page on the WA-Summit website is currently labelled [Advisory Council](#); after endorsement of the WA-Alliance at the 2020 WA-Summit Business Session this label will change to WA-Alliance. The Advisory Council information will be moved and held under the History tab on the website.

The Task Force undertook incorporating the new structure and by April 2020 the World Administrators Alliance (WA-Alliance) became a formal body, incorporated in Delaware, United States of America. To achieve this [Bylaws](#) were developed and an [Incorporation](#) document has been agreed and accepted for Incorporation.

This incorporated body, the World Administrators Alliance, requires endorsement at the 2020 WA-Summit Business Session.

The current Chairman of the Advisory Council, Eth Lloyd, approached [Helen Monument](#) and asked if she would consider taking on the role of Interim Chair for the new WA-Alliance. Helen agreed to this request. The Advisory Council were surveyed on appointing Helen to this role, which they overwhelmingly approved and supported.

The appointment of Helen as Interim Chair of the WA-Alliance is still to be endorsed at the 2020 WA-Summit Business Session, after the endorsement of the WA-Alliance.

## Phase III

### Membership Fee

The WA-Alliance requires funding to be able to operate.

A significant barrier to the functioning of the Advisory Council was a lack of funding. As an informal body the Advisory Council did not have a bank account (for example: with no formal base where would that be held – which country? who would be signatories?). Therefore, gathering long-term strategic partnerships to assist financially, was not possible with no clear process for fund management.

This meant that:

- our WA-Summit logo was developed at no cost by Fresh Fields Design as a sponsorship
- where a higher-level Survey Monkey license (e.g. the global surveys gathering topics for WA-Summit discussion, and in 2018 the research survey which received 3000+ responses), Eth Lloyd Chairman of the Advisory Council chose to pay for upgraded licenses when needed, as a donation.

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<sup>4</sup> Appendix D – Final report to IAAP Foundation

- The developing, hosting and updating of the former website were covered, as a donation, by Anel Martin who supported our international work.

Previous WA-Summits had approved requesting a fee from Associations globally. However, this was never carried through as, due to the Advisory Council being an informal body, there were no formal funding management arrangements in place.

Funding will be required to enable the new WA-Alliance to meet the purpose to; provide greater global leadership and continued advocacy through seeking to “guide, influence, positively develop and elevate the global administrative community”, as set out in *Administra*.

To achieve these aims the WA-Alliance must provide:

- a sustainable funding model
- a consistent currency and fund management system
- formal leadership positions with required global representation
- a sustainable governance model
- formal bylaws to dictate governance parameters.

Consequently, the WA-Alliance will need to seek a membership fee or levy from Associations around the world. This fee needs to be equitable and flexible to allow membership from all countries across the globe. The WA-Alliance joining fee for Associations will also:

- support building an enhanced professional image
- help support standardization and pathways within the profession
- provide an international community
- foster collaboration
- provide access to the latest WA-Alliance research
- enable consolidated advocacy on behalf of the profession internationally.

The Task Force discussed and agreed two initial fee structures<sup>5</sup> to be considered and consulted on by the 2018 Delegates. This feedback was sought through a survey and received, unfortunately, a low response rate which showed unclear support for either Option 1 or 2 fee structures. However, 92% responded that the fee amount was “about right”

Therefore, the Task Force felt that further discussion and guidance on Fees should come from the Delegates at the 11<sup>th</sup> WA-Summit 2020 On-line Business Session. This would enable all Delegates to consult within their own Associations and bring that informed view to the Business Session. The new WA-Alliance governing body would then be responsible for finalising fees to be charged.

### WA-Alliance Interim Council

The WA-Alliance requires members of the governing body (Council or WA-Alliance Council) to enable the Council to function.

The appointment of Helen Monument as Interim Chair, supported by the current Advisory Council, enables a steady handover of the role from the current Advisory Council Chairman. Note that this role is voluntary and sits alongside all other commitments of those who hold it; so, having time

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<sup>5</sup> Appendix E – Fees structure survey

available is essential. The appointment of Helen also enables her to participate fully in the recruitment of other members of the Council.

At this stage, prior to endorsement of the WA-Alliance, those being recruited to the Council may be a mixture of personal approach and seeking appointment. As an Interim Council they will have responsibility for:

- developing procedures for the WA-Alliance including for appointments to the Council in the future
- finalising the membership fee structure.

A significant factor in this recruitment process is to ensure that those appointed meet the requirement for the WA-Alliance to have global representation.

The Task Force has developed:

- a one-pager about this Interim Council role<sup>6</sup>
- an application form<sup>7</sup>
- a check list<sup>8</sup> to assist the Task Force with determining final selections.

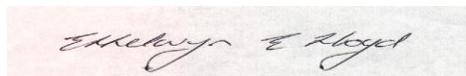
This recruitment process is planned to close on 3 July 2020 so that the members of the Interim Council can be introduced to the Delegates at the on-line Business Session of the 11<sup>th</sup> WA-Summit, 30 August 2020.

## Recommendations

The Task Force for the WA-Summit Advisory Council – Future, recommends the following:

1. THAT the Delegates endorse the incorporated body World Administrators Alliance.
2. THAT the Delegates endorse the appointment of Helen Monument as the World Administrators Alliance Council's Interim Chair.
3. THAT the Delegates provide guidance to the Council's Interim Chair on the Membership Fee for finalising by the Interim Council as soon as possible.
4. THAT the Delegates welcome the Interim Council members as introduced.

Report prepared by:



Eth Lloyd MNZM, M.Ed., AAPNZ (Life, Fellow, Cert.)  
Chairman, WA-Summit Advisory Council

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<sup>6</sup> Appendix F – one-pager Interim Council role

<sup>7</sup> Appendix G – Application form

<sup>8</sup> Appendix H – Checklist for potential Applicants

## Appendix A – Future structure explanation

### The Future Structure of WASummit Advisory Council

#### Summary

During the past year, the structure of the WASummit and Advisory Council was discussed and evaluated to ensure a bright and sustainable future. While in Germany at the 10<sup>th</sup> World Administrators Summit, delegates in attendance approved moving the timeline and holding the WASummit every 2 rather than 3 years. At that time, Delegates also agreed that it would be valuable to explore a future organisational model for the WASummit Advisory Council to support the purpose of providing greater global leadership and continued advocacy through seeking to guide, influence, positively develop and elevate the global administrative community.

#### Proposed Model – What?

After much discussion, it is proposed that a formal Nonprofit Trade Association under the name World Administrators Alliance be formed using the current *Administra* and the Terms of Reference of the existing WASummit Advisory Council as the preliminary basis for the new organisation. A Trade Association is an organisation founded and funded by associations and/or organisations representing a specific industry; in this case administrators.

#### Advantages & Benefits – Why?

Providing a formal structure, operated under United States business laws and requirements, will allow for a sustainable funding model

- provide a sustainable governance model
- provide formal bylaws to dictate governance parameters
- provide formal leadership positions with mandatory global representation
- provide a consistent currency and fund management system

#### Governance & Logistics – How?

Using *Administra* and the current Terms of Reference of the WASummit Advisory Council as a guide, bylaws will be drafted outlining a governance structure that would include an executive oversight committee. This committee would be required to have multi-country (global) representation to establish equitable practices and shared accountability, ensuring that no one country would seize control or dictate the governance and/or management of the association, including fund management. The business filings required in the United States for registration of a new Trade Association include the IRS Form 1024, and submission of the association's declaration and bylaws. There are no fees for the submission. There may be some additional state and federal business registrations required with minimal fee requirements; up to but not exceeding \$1,000 US.

#### Next Steps – What We Need From You

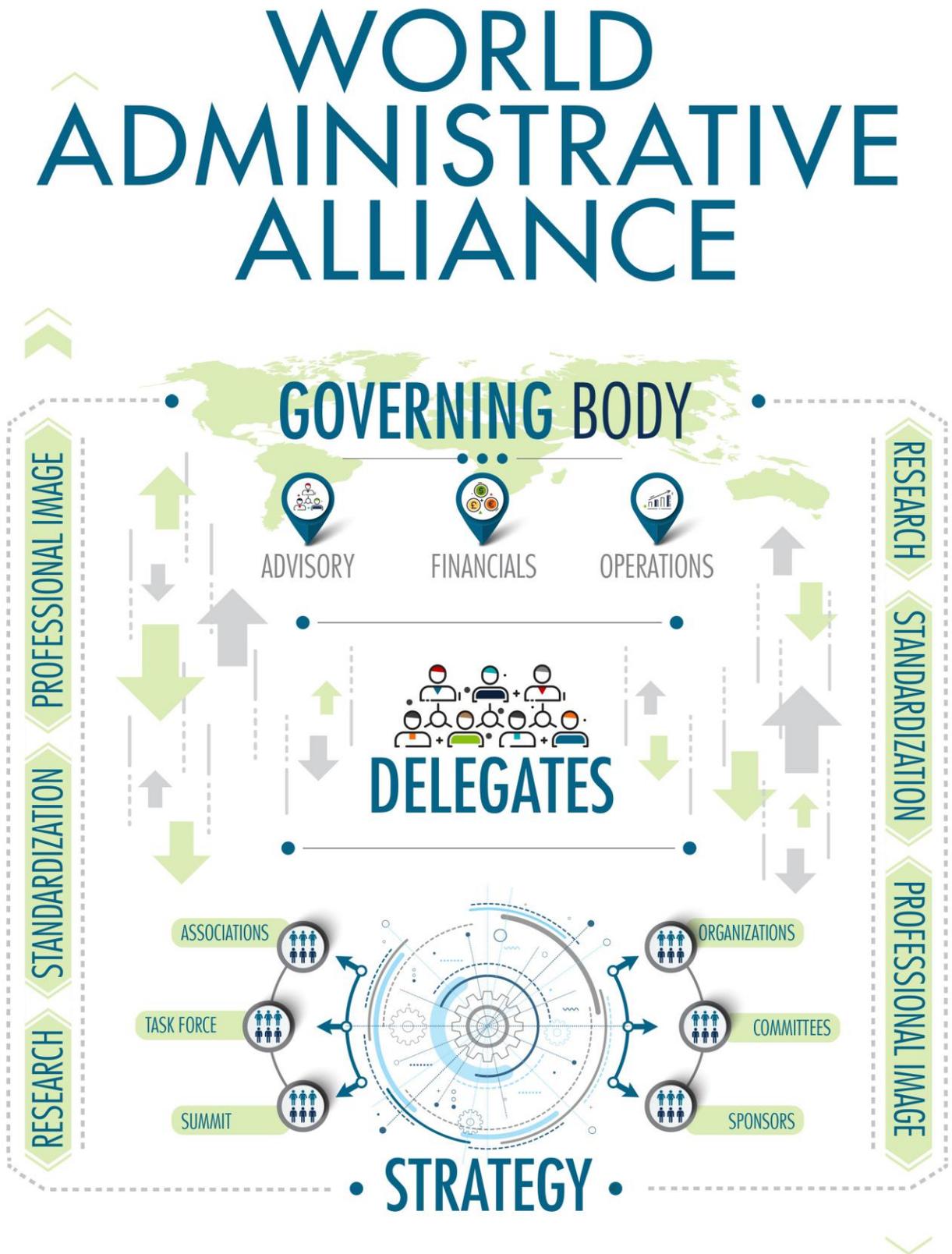
Tell us what you think, WASummit 2018 Delegates and all Associations complete our brief survey, by 13 February 2019.

*Dated: 4 February 2019 and accompanied the survey sent in consultation with 2018 Delegates*



## Appendix B – Structure diagram

**NB:** the title should read “World Administrators Alliance” and will be corrected.



## Appendix C – Survey on Structure and Name

### **WASummit Advisory Council Restructure Survey**

At the World Administrators Summit in Frankfurt last year the Delegates supported an Advisory Council Task Force seeking a more robust, resilient and responsive organisation model to replace the current Advisory Council and to support the WASummit, which is to now be held every two years.

A Task Force was formed and after research has recommended a Non-Profit Trade Association as the most appropriate organisational model. This new model would not come into effect until after the 2020 WASummit in Wellington, New Zealand, when a final vote will be taken.

At the WASummit in Frankfurt I, As Chairman, promised that we would seek the input of all Delegates into this discussion. We also seek input of all Associations. We have separately sent a one-page outline of our suggestion to you all and now seek your input on the proposed organisation structure through this very short survey.

The final two questions allow you to raise any issues you might have and to make any final comments. If you have further questions, please feel free to email me directly.

If the majority of you support this first step, this will enable us to focus our attention on developing the bylaws and structure required to enable this change to happen. We will continue to seek your input and acceptance throughout this process.

Eth Lloyd MNZM, Chairman Advisory Council

#### Question 1

Do you agree that a Non-Profit Trade Association is a suitable model for this proposed change?

Yes/No

Please explain or comment on your answer

#### Question 2

Do you agree with the new title of World Administrators Alliance for this proposed organisational model?

Yes/No

Please explain or comment on your answer

#### Question 3

Do you agree the 5 advantages/benefits listed are suitable for the needs of this proposed organisational model?

Allows for a sustainable funding model

Provides a sustainable governance model

Provides formal Bylaws which dictate governance parameters

Provides formal leadership positions with mandatory global representation

Provides a consistent monetary and fund management system

#### Question 4

Does the “mandatory global representation” in this proposed organisational model enable you/your country to feel that you will be heard?

Yes/No

Please explain or comment on your answer

#### Question 5

Please feel free to list any questions you have about this proposed change?

*Space allowed for up to 5 questions*

#### Question 6

Any final comments

## Appendix D – Final IAAP Funding Report

27 March 2020

Stacey Brewer CAP, MEP, OM  
IAAP Foundation Chair  
IAAP Foundation

Dear Stacey

This is a report regarding the \$5,000 grant made by the IAAP Foundation to the WA-Alliance Task Force supporting the establishment of the non-profit trade association for advancing global work.

The Task Force has completed and published the [Advisory Council page](#) within the new WA-Summit website. This page holds all the current information about the WA-Alliance, shows the IAAP Foundation logo and acknowledges their valuable support. After incorporation and the final endorsement at the 11<sup>th</sup> WA-Summit, this page will be renamed WA-Alliance as the WA-Alliance takes the place of the Advisory Council.

We have ensured that the IAAP Foundation logo is also included on our:

- [Home page](#), and
- [Sponsors page](#), this latter acknowledging the IAAP Foundation's valuable support.

The expenditures to date are as follows:

IAAP Foundation Grant received		\$5,000.00
Webpage completed. (Payment included the purchase of the WA-Alliance domain name)	\$1,853.08	
<b>Total remaining</b>		\$3,146.92
Legal Consultation/Bylaws, costs paid to date*	\$ 975.00	
<b>Total remaining</b>		<b>\$2,171.92</b>

\* A final invoice is due for legal review and incorporation filing fees. We expect to be invoiced for \$1,500.00.

The WA-Alliance Taskforce have finalized the bylaws and are now working to complete the application for incorporation. Once completed the Bylaws will be made available on the website. We are slightly behind our projected timeline due to ensuring we had input from key international stakeholders.

Having money available from the IAAP Foundation grant means that once incorporation occurs, we can provide a global communication - collaboration platform through one or both of the following tech mediums:

- purchasing Microsoft 365, which includes Microsoft TEAMS, as a communication tool
- purchasing a higher-level license for Survey Monkey. We currently use only the free version unless a member of the Advisory Council personally purchases a license for the WA-Summit, as happened in 2018 and 2019 for specific global surveys.

With the postponement of the 11<sup>th</sup> WA-Summit to May 2021, due to the Covid-19 coronavirus, we will be unable to start to gather any membership fees until possibly late 2021 or early 2022. However, we are working towards holding the Business Session of the 11<sup>th</sup> WA-Summit virtually, with at least 21 countries participating, within the original dates of 30 Aug – 1 Sept 2020. This meeting is critical to endorsing and advancing the WA-Alliance.

We are delighted to have secured an Interim Chairman who has been approved by the Advisory Council. [Helen Monument](#) is from the Netherlands and she is shadowing me at present. Helen was Executive Chairman of EUMA (now IMA), was a European Delegate at the 5<sup>th</sup> WA-Summit (2003) and was one of the three Facilitators at the 10<sup>th</sup> WA-Summit (2018).

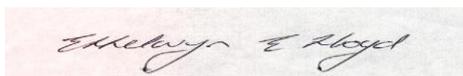
The WA-Alliance is discussing appointing an Interim Governing Body, which legal advised should undertake the following:

- developing the processes for international nomination and election of the Chairman and Governing Body members
- finalising and recommending the international membership fee structure
- developing procedural processes for the day-to-day running of the WA-Alliance.

We will seek endorsement of Helen as Interim Chairman and an Interim Governing Body at the virtual Business Session of the 11<sup>th</sup> WA-Summit in late August/early September.

The WA-Alliance Task Force once again expresses our deep appreciation for this grant from the IAAP Foundation, it has made the formation of the WA-Alliance possible. In the past expenses incurred by the WA-Summit Advisory Council were mostly covered by the personal generosity of some of its council members.

With kind regards



Eth Lloyd MNZM, M.Ed., AAPNZ (Life, Fellow, Cert.)  
Leader, WA-Alliance Task Force  
Chairman, WA-Summit Advisory Council

## Appendix E – Fees Structure Survey

### WA-Alliance Levy Structure - survey

The World Administrators Summit (WA-Summit) and the time between summits is managed by the Advisory Council. To date this has been a strictly informal organisation with a Terms of Reference.

The Delegates at the 2018 10th WA-Summit agreed we needed a more formal organisation to meet the WA-Summit's purpose, of *guiding, influencing and positively developing the profession* and to provide long-term resilience, leadership and advocacy. This new organisation is called the World Administrators Alliance (WA-Alliance) and you can read more about this on our [website](#).

Part of the formation of the WA-Alliance is the development of a fair annual levy from Associations, and in some cases individuals, around the world. While we will seek sponsors, this annual levy will ensure that there is money to carry out tasks, for example:

- pay an annual subscription to Survey Monkey for research surveys
- pay for website hosting and management
- pay fees for an electronic communications tool such as Skype for Business, Zoom, etc.

Many of these functions have been funded in the past due to the personal generosity of those involved.

The Task Force working on forming the WA-Alliance wants your input on the annual levy to be sure that we are listening to your voices and getting these important matters right. Therefore, this survey has only three questions; the first two questions set out annual levy Options 1 and 2, and the 3rd and final question asks if the rate being suggested is about right or not.

#### **Levy Structure 1**

This annual levy option uses the same rate for every country. It currently includes the countries we know have been involved in recent years; however, more countries can be added as and when they become involved. Note that there may be more than one association in any country e.g. Nigeria, USA, etc. We must also note that some countries, for example in Europe, may join on their own or they may choose to be represented through their overarching group IMA, who will pay an annual levy to be set separately.

#### **Countries who have currently been involved Per Association (US\$149.00)**

21 countries have currently been involved or will be involved in 2020

#### **Individuals (No Association or not part of an Association) US\$50.00**

Internationally currently 5

*I agree with the levy in Option 1/I disagree with the levy in Option 1*

Please comment and advise any suggested changes:

## **Levy Structure 2**

This annual levy option places countries around the world in a country banding, based on the ability to afford the annual levy. These banding placements will be open to discussion and agreed at each WA-Summit business session. Note that there may be more than one association in any country e.g. Nigeria, USA, etc. We must also note that some countries, for example in Europe, may join on their own or they may choose to be represented through their overarching group IMA, who will pay an annual levy to be set separately.

### **Country Band 1 (per Association US\$249.00)**

Suggested:

Australia	New Zealand	Canada
Europe	United Kingdom	United States of America
Middle East	Asia	Russia

### **Country Band 2 (per Association US\$149.00)**

Suggested:

South America	Caribbean	South Africa
India	Ukraine	

### **Country Band 3 (per Association US\$99.00)**

Suggested:

Central America	Mexico	Papua New Guinea
Pacific	East Africa	West Africa
North Africa		

### **Individuals (No Association yet) US\$50.00**

Internationally currently 5

*I agree with the levy in Option 2/I disagree with the levy in Option 2*

Please comment and advise any suggested changes:

Do you believe the annual levy amounts being suggested are:

*Not enough/About right/Too expensive*

If you do not agree with the amount what amounts would you suggest?

As the WA-Alliance is an incorporated Non-Profit Trade (profession) Association seeking sponsorship will be crucial to our survival. If you have any suggestions of potential sponsors please advise us on: [info@wa-summit.com](mailto:info@wa-summit.com) giving us a contact person, and we will be very happy to follow up on this.

## Appendix F – One-pager Interim Council role



### World Administrators Alliance

Are you an advocate of elevating the Administrative Profession globally?  
Are you looking for a way to make a difference and be a catalyst for change?  
Have you thought about how you could contribute to advancing the value of  
our profession?

Here's your chance to make a difference.

The WA-Alliance Taskforce was created to explore and establish a future organizational model that would prove relevant and resilient in leading and shaping the future state of the Office and Administrative Profession. We agreed it was necessary to better align our efforts to gain the leverage needed to become a credible collective voice to the business community on behalf of our profession. The [WA-Alliance Task Force](#) was given a brief from the 2018 WA-Summit delegates to strengthen and replace the current informal body known as WA-Summit Advisory Council.

The primary objectives for this new formal structure:

- Provide better support to the original purpose and intent of the WA-Summit
- Provide continued advocacy for office and administrative professionals
- Provide greater global leadership

To this end, the World Administrators Alliance has been formed, a new non-profit trade association. We are looking for candidates to take a seat on the new interim governing body; the WA-Alliance Council.

During the WA-Summit Business Meeting in August 2020, the WA-Alliance Interim Council is seeking approval to continue this critical work. After which, the WA-Alliance Interim Council will be tasked with appointing a formal governing council. This WA-Alliance Council will ensure required global representation, global collaboration and strategic coordination to advance the strategic priorities needed to elevate the Office and Administrative Profession.

We are looking for individuals who have a passion for this profession, a strong sense of purpose and leadership experience. These individuals should be effective communicators - confident in English and comfortable working in a diverse international environment. Strategic thinkers and creative problem-solvers who understand the commitments required to work in a voluntary organisation would also prove valuable.

If you are interested, please complete the application on the WA-Summit website in either [PDF](#) or [Word](#) format. If you would like to know more, please contact us at [info@WA-summit.com](mailto:info@WA-summit.com). We would love to know more about you personally and professionally!

We will be accepting applications until 3<sup>rd</sup> July 2020.

## Appendix G – Application form



### World Administrators Alliance Interim Governing Council (Council) Member Application

**Name:**

**Email:**

**Date:**

**Country:**

**Please list administrative professional associations or organisations you belong to:**

**Please share your strengths and skills. Highlight how you believe they will benefit the WA-Alliance Interim Council:**

**Please share any relevant experience you believe has prepared you well for the WA-Alliance Interim Council:**

**Please share your motivation for serving on the WA-Alliance Interim Council:**

2020 WA-Alliance Interim Council Application Form  
Please send completed form to: [info@wa-summit.com](mailto:info@wa-summit.com)

## Appendix H – Checklist for Potential Applicants

### World Administrators Alliance Council – New member profile

Check the boxes below that apply to the candidate you are proposing.

#### What we are looking for in our new WA-Alliance Council Members - Skills

**A passionate advocate of elevating the Administrative Profession globally, fully supportive of the WA-Alliance objectives.**

#### Influencing

	Able to provide strategic leadership, guidance to and develop a strategic plan for, the enhancement of the international administrative community		Preferably have proven experience in leading an administrative association, network, training organisation or publication
	Able to positively and enthusiastically influence others to become engaged with the WA-Alliance		Empathic to the needs and challenges of those working in the Administrative profession;

#### Communication

	Able to express themselves clearly and confidently		Willing to listen to and consider other views
	Accepts challenges and / or constructive feedback from others		Comfortable communicating in English and working in an international environment

#### Traits

	A strong sense of purpose		Responsive
	Pro-active		A collaborative team player

#### Characteristics

	Understands the commitments required to work in a voluntary organisation		Understanding of the principles of good governance (people, purpose, performance and process)
	A creative problem solver		Ability to think and work strategically

#### Specialisms

Add any other skill or experience that would be of added value to the WA-Alliance Council, e.g.: financial, legal, technological, etc.


The new WA-Alliance Council will be responsible for developing and executing detailed roles (in addition to Chair and Secretary) and governance of the Council.

A willingness to learn new skills is important, as the candidate may not have been exposed to all of the above skills in their workplace.