



Frequently Asked Questions regarding Membership

1. Who can join SBMAQ?

Business Services Managers, Administration Officers in smaller schools without a Business Services Manager, Classified Officers (AO3 and above) in Qld state schools.

2. I'm a substantive administration officer but am currently relieving as a Business Services Manager, am I able to join SBMAQ?

Yes, you can, as long as your contract is for 3 months or more you can join SBMAQ.

3. I'm currently acting in a different role; in regional/central office can I still join SBMAQ?

Yes, you can as long as you still have a substantive BSM position, you can join SBMAQ.

Frequently Asked Questions regarding Membership Fees

4. I've currently joined SBMAQ and have a substantive BSM position but I'm acting in a position at regional/central office, do I need to pay both the personal membership and meeting expenses portions of the membership?

Yes, you do need to pay both portions of the membership to ensure your membership is current. It is a requirement of membership that both portions are paid by all members.

5. I've currently joined SBMAQ and have a substantive BSM position but I'm acting in a position at regional/central office, does my substantive school pay my meeting expenses?

Your school can pay the meeting expenses portion if they wish but there is no requirement for the school to pay the meeting expenses portion. Many BSMs who are acting in other roles pay both the personal membership and the meeting expenses invoices themselves and then claim the invoices back on their tax. It is a requirement of membership that both portions are paid by all members.

6. There are 2 BSMs at our school. Do both BSMs have to pay the meeting expenses portion of the membership?

Yes, both BSMs have to pay both portions of the membership to ensure your membership is current. It is a requirement of membership that both portions are paid by all members.

7. There are 2 BSMs at my school but we are job sharing. Do both BSMs have to pay the meeting expenses portion of the membership?



Yes, both BSMs have to pay both portions of the membership to ensure your membership is current. It is a requirement of membership that both portions are paid by all members.

8. Can my school pay the personal membership invoice?

No, it is against audit requirements for schools to pay for professional membership fees.

9. Can my school pay the meeting expenses invoice?

Yes, as this invoice pays for catering, webinar services, guest speakers and other expenses for the meetings each term, this invoice can be paid by the school as part of your PD.

10. Can I claim my membership fees on my tax return?

Yes, you can claim membership to a professional association on your tax return.

11. If I leave my school, is the school still a member of SBMAQ?

No, your school is never a member of SBMAQ. If there is a member at the school, the school does get discounts on a range of PD but they are not a member, you are.