

SIG Membership Process

Existing Member	New Member
Membership details will be provided to PNZ and be kept on their database.	Application form found on PNZ website
Not required to complete a member application form	Complete member application form
Members are to be informed in writing of the new membership process	Note: nomination is required from a current SIG member
Physiotherapy NZ: a) Sends link to a page on the website for online payment via credit/debit card or bank transfer b) Receives payment. c) Deposits funds into Bank account	Applicant signs and scans form and emails to; SIG secretary: Vicky Lee [TDHB] Vicky.Lee@tdhb.org.nz
Physiotherapy NZ sends a monthly updated Excel spreadsheet of SIG member's details including who has paid their subscription.	Application to be discussed at committee meeting and a record kept
The committee will send a reminder in writing to those with outstanding subscriptions.	Where application is accepted Secretary forwards application to Physiotherapy NZ
	Physiotherapy NZ: a) Sends link to a page on the website for online payment via credit/debit card or bank transfer b) Receives payment. c) Deposits funds into Bank account d) Adds new member to DHB Leaders SIG
	If application is declined then chairperson contacts applicant

Note: SIG membership fee is not pro-rated and non-refundable

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