



## FOR POTENTIAL MEMBERS

The Australian Virtual Business Network® provides seasoned, new and aspiring virtual assistants and virtual business operators a place to learn, network and grow, providing access to online training, business development and support.

### **FINANCIAL MEMBER BENEFITS SUMMARY:**

If you qualify for financial member status the following are the benefits of membership:

- *Web listing* of your business - multiple links on our Specialist and Industry Directories, not a single page like other networks.
- Free access to our library of *webinar recordings* with international speakers on topics of interest to anyone in business - with a particular focus on working virtually.
- A *chat forum* on Yahoo! Groups. [http://au.groups.yahoo.com/group/avbn\\_group](http://au.groups.yahoo.com/group/avbn_group)  
Because all financial members are members of the group you have access to advice from the best practitioners in the country.
- *Terence's Top Tech Tips* - which is an eBook from member Terence Kierans, Microsoft guru.
- Access to our *Member Only Resources* page including tools for working collaboratively, links to other networks, file sharing tools, file converters, security resources, seminar recording downloads and more.
- *Certified Australian Virtual Business certification* - first certification in the world to fully check not only a VA's skills, but also client satisfaction (via reference checking), business experience, past and continuing education/training, industry involvement, and memberships.
- *Qualified job leads* - which are in addition to direct client contact. The lead is NOT passed to the entire group but goes to the member who best meets the requirements of the RFP. Work is not guaranteed however - it is still the VA's responsibility to secure the client. We do not guarantee a set number of leads a year. We do not ask for one-off or ongoing referral payments for job leads.
- Free use of the AVBN *Virtual Coffee Shop* - our VoIP room - for client meetings to avoid the tax implications that apply to meeting clients at your home or in a coffee shop.
- Listing on our *Facebook page* with URL and photo, even if you don't have a Facebook profile of your own.
- *Advertising and promotion* - AVBN is listed in a number of online directories including Yellow Pages online. The network is also promoted through Facebook as mentioned, Twitter and on author blurbs that are included on articles published on Selfgrowth and elsewhere.

Cost of membership: \$100 (still the cheapest network membership fee in Australia)

#### Notes:

- Membership is open to *Australian* virtual businesses only.
- Minimum criteria must be met (as detailed under 'Certification' below).
- You are not required to take any job leads offered to you, but if you do you are responsible for securing the client.
- Please ensure you read the *Core Competencies for VAs* before applying for membership. Submission of an application form is confirmation that you have read and meet these criteria. (<http://bit.ly/bivqgY>)
- If you're new to virtual business and don't qualify for financial membership of AVBN just yet you can still join the email discussion group ([http://au.groups.yahoo.com/group/avbn\\_group](http://au.groups.yahoo.com/group/avbn_group)) to access the wealth of knowledge our members will be able to share. Think of it as **free mentoring!**

## CERTIFICATION

The Certified Australian Virtual Business certification was the first certification in the world to fully check not only a VA's skills, but also client satisfaction (via reference checking), business experience, past and continuing education/training, industry involvement, and memberships. If an applicant meets certain criteria they get to display the CAVB designation button on their website to show that they are the cream of Australian virtual businesses and it is an achievement they can be proud of. A Café Press store also allows certified members to purchase announcement cards, coffee mugs and more displaying their certification.



#### **CRITERIA:**

- Applicants must agree they have read and are bound by the Core Competencies for Emerging VAs.
- In practice a minimum of 3 years.
- At least 5 years prior experience in administration/secretarial or their area of speciality.
- At least one verifiable industry certification.
- Be an active member of at least one other VA network.
- Have been out of employment no longer than 18 months before starting their practice.
- A working website.
- Able to provide 3 business references - which are not employment references.

Applicants are then required to pass typing, spelling/punctuation, and Office software tests.

Other networks may ask applicants to provide similar information - perhaps a CV and/or certificate of business registration - but few if any do background and client satisfaction checks, or confirm the assertions made by applicants.

If you meet the above criteria, why not head to the AVBN website and complete our application form! <http://www.avbn.com.au/pages/for-vasvbos/membership.php>