

VIEW National Office

MEMORANDUM

To: All VIEW Clubs
From: VIEW National Office
Date: January 2016
Re: Membership Audit 2017




Dear Club Secretary/Treasurer,

In 2017 VIEW National Office will be conducting a “Membership Audit”. For Insurance purposes all Members are being asked to confirm their details as per the enclosed Member List.

Members are reminded that their details are kept confidential and not provided to any outside organisation and The Smith Family are notified only of any changes in Club contact details.

Enclosed within this pack, on **yellow paper** is the current Member List from the VIEW National Office Database. You are requested to work with your Club members to fully check and update details as needed. The updated Membership List should then be returned to National Office along with your clubs’ Annual Subscriptions by **31 March 2016**.

Note:

- **DO NOT REFORMAT OR REPRODUCE YOUR OWN MEMBER LIST. National Office is not able to process any membership lists provided in any other format. These will be returned to you with a request to use the Member List sent from National Office.**
- Members who joined after 10 January (the date the lists were printed) will not appear on the list.
-  This Member List cannot be used as an alternative to sending in Membership Application Form. If a new member is not on this list, and you are not sure if National Office has received their ‘Application for Membership’ attach a copy to this membership list. No new members will be added without this form.
- Members who delay the payment of their Annual Subscription or do not attend club meetings in the first quarter of the year should be contacted by the Club Committee – first by telephone, and then using the form letter (available on website – Membership Renewal letter). These members should be marked as “unfinancial”.

Please return **the original, annotated list** to National Office together with a cheque for the total amount of subscriptions from club members by **31 March**. Please Note: the annual subscription fee is \$15 per member.

We appreciate deadlines being adhered to, yet we understand that some clubs may have difficulty adhering to our timeline. If you are unable to work within the timeframe outlined here, please email National Office at view@thesmithfamily.com.au.

Yours faithfully,

Linda Custer
Operations Coordinator – VIEW

Checklist/Instructions for Membership Audit 2017

Date: _____
 Club Name: _____
 Secretary: _____ Phone _____

Please complete the following steps for Membership Audit

Make changes to details

Example

Taylor	Marcia	23 Yuronga Street MACKSVILLE NSW 2545	02-5856-5685 04 1524 5244	Taylor.mar@bigp.ond.com	1/1/1999	02 5998 5656
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Advise: Deceased / Resigned Members

Example

Taylor	Marcia	23 Yuronga Street MACKSVILLE NSW 2545	02 5856 5685 04 1524 5244	Taylor.mar@bigp.ond.com	1/1/1999	Resigned
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Not Included Members

- Members joining after 31 December 2016
- New members where National Office have not received a Membership Application form
- Transferring/Second Club members not notified to National Office via green "Changes to Database" form

Please attach

- Membership Application forms for new members who joined after December 2016.



If a new member is not on this list, and you are not sure if National Office has received their 'Application for Membership' attach a copy to this membership list. No new members will be added without this form.

- Completed "Changes to Database" form for transferring members omitted from this list.

Completed Payment form – Annual Subscriptions

Completed form with attached cheque covering Annual Subscriptions for all Club members

Membership Audit 2017



Late Notification Form

Date: _____

Club Name: _____

Secretary: _____ Phone _____

1. Reason/s of delay in return of Membership List/Annual Subscriptions

2. Estimated return date of Membership List/Annual Subscriptions to National Office

Signature _____ Date _____