



History Reporting Form: Club Closure

Year: _____

To help with the maintenance of the VIEW History records, we need your ongoing input. Please arrange completion of this form to enable these details to be processed into our History Records and return to the History Working Group c/- National Office, GPO Box 10500, Sydney, NSW, 2001 or complete and email directly to view.historymatters@gmail.com

When completing this form, **please type or print clearly**. Many thanks for your cooperation.

Club Name: _____ Zone: _____

Date of Inaugural Meeting: _____ Date of Closure Meeting: _____

Venue: _____

Executive Members (if present): _____

National Councillors (if present): _____

Number of Members present: _____ Number of Guests present: _____

List names of current Committee Members:

President: _____ Vice President: _____
 Secretary: _____ A/Secretary: _____
 Treasurer: _____ A/Treasurer: _____
 Delegate: _____ Publicity Officer: _____
 Program Officer: _____ Program Officer: _____
 National Councillor: _____ Zone Councillor: _____

Reason for Closure: _____

List Club Members transferring to other Clubs, and Club to which transferring:

1. The Club Treasurer must arrange closure of the bank account and arrange for the final balance cheque to be sent to National Office, VIEW Clubs of Australia, GPO Box 10500, Sydney 2001, along with Financial Records for past 7 years, plus current financial year's records for Audit.
2. The National Councillor should arrange with the President and/or Secretary to bring the following records/items to the Closure Meeting for her collection. The final meeting minutes could be made available on the occasion. These records/items are: Inaugural Minutes, all AGM Minutes, Closure Meeting Minutes, Club Charter, Committee Badges and Ribbons, Unused Stationery, Club memorabilia (Club photos of events can be shared amongst membership).