

VIEW National Office

MEMORANDUM

To: All VIEW Clubs
From: VIEW National Office
Date: January 2018
Re: Membership Administration Procedures



Dear Club Secretary/Treasurer,

Enclosed within this pack, on **pink paper** is the current Member List from the VIEW National Office Database. We ask that you update the details on this attached list, with the assistance of your Club members. (See checklist/instructions overleaf). The updated Membership List should then be returned to National Office along with your members' Annual Subscriptions by **31 March 2018**.

The new request for date of birth is for identification and insurance purposes.

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. Unfortunately, if this occurs, they will be returned to you with a request to use the Member List sent from National Office.**
- 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 pro forma letter (available on website – Membership Renewal letter). If renewal is not made following on from this contact, the member should be marked as 'unfinancial'.
- *Members' 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.*

Please return **the original, updated pink membership list** to National Office together with a cheque for the total amount of Annual Subscriptions from club members by **31 March**. Please Note: the annual subscription fee is \$20 per member.

You will appreciate the need for 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 and/or complete the Late Notification form attached here.


Yours faithfully,

Linda Custer
Operations Coordinator – VIEW

Checklist/Instructions for Membership Administration Procedures



Please complete the following steps for Membership Administration Procedures

<input type="checkbox"/>	<p>Make changes to details</p> <p>Example – change of phone number</p> <table border="1"> <thead> <tr> <th>Member Name</th> <th>Date of Birth</th> <th>Address</th> <th>Telephone / Mobile</th> <th>Email</th> <th>Joined VIEW</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Smith Suzy</td> <td></td> <td>20 Dudley Street LAKES SHORE 5023</td> <td>08 8562 6571 0409 545 577</td> <td>Suzy.j.smith@big pond.com.au</td> <td>20/5/97</td> <td>08 8365 5758</td> </tr> </tbody> </table>	Member Name	Date of Birth	Address	Telephone / Mobile	Email	Joined VIEW	Comments	Smith Suzy		20 Dudley Street LAKES SHORE 5023	08 8562 6571 0409 545 577	Suzy.j.smith@big pond.com.au	20/5/97	08 8365 5758
Member Name	Date of Birth	Address	Telephone / Mobile	Email	Joined VIEW	Comments									
Smith Suzy		20 Dudley Street LAKES SHORE 5023	08 8562 6571 0409 545 577	Suzy.j.smith@big pond.com.au	20/5/97	08 8365 5758									
<input type="checkbox"/>	<p>Advise: Deceased / Resigned Members</p> <p>Example – resigned member</p> <table border="1"> <thead> <tr> <th>Member Name</th> <th>Date of Birth</th> <th>Address</th> <th>Telephone / Mobile</th> <th>Email</th> <th>Joined VIEW</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Keaton Carol</td> <td></td> <td>72 Clarke Street YAMBA 2464</td> <td>02 8562 6571 0409 545 577</td> <td>Carol.Keaton@jin et.com.au</td> <td>20/1/87</td> <td><i>Resigned</i></td> </tr> </tbody> </table>	Member Name	Date of Birth	Address	Telephone / Mobile	Email	Joined VIEW	Comments	Keaton Carol		72 Clarke Street YAMBA 2464	02 8562 6571 0409 545 577	Carol.Keaton@jin et.com.au	20/1/87	<i>Resigned</i>
Member Name	Date of Birth	Address	Telephone / Mobile	Email	Joined VIEW	Comments									
Keaton Carol		72 Clarke Street YAMBA 2464	02 8562 6571 0409 545 577	Carol.Keaton@jin et.com.au	20/1/87	<i>Resigned</i>									
<input type="checkbox"/>	<p>Not Included Members</p> <p>1. Members joining after 31 December 2017 or New members where National Office have not received a Membership Application form</p> <p>If a new member is not on this provided list, and you are not sure if National Office has received their 'Membership Application Form' attach a copy of their Membership Application to this provided membership list. No new members will be added without this form.</p> <p>2. Transferring/Second Club members not notified to National Office</p> <p>Complete the "Changes to Database" form for Transferring/Second Club members omitted from this list and attach a copy to this membership list.</p> 														
<input type="checkbox"/>	<p>Completed Payment form – Annual Subscriptions</p> <p>Completed form with attached cheque covering Annual Subscriptions for all Club members</p>														

Note: This checklist is a guide only and does not need to be returned to National Office.

Membership Administration Procedures



Late Notification Form

– to be returned prior to completion of Membership List

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

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

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

Signature _____ Date _____

Note: If you are unable to meet the deadline of 31 March, this form should be returned to VIEW National Office. **Do not return with** your late Membership List.