

# Annual Membership Administration Procedures

Your current Club Member List from the VIEW National Office Database is enclosed. It is now time to update the details, with the assistance of your Club members. The updated/annotated Membership List should then be returned to National Office along with your members' Annual Subscriptions by **31 March 2019**.

A 'Year of Birth' for each member is required for insurance purposes, if your members have not already done so please ensure that these details are included.

Please return **the original, updated yellow 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 complete the Late Notification form attached and email to National Office at [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au).*

Notes:

- **DO NOT REFORMAT OR REPRODUCE YOUR OWN MEMBERSHIP LIST. National Office is not able to process any membership lists provided in any other format. Unfortunately, if this occurs, it will be returned to you with a request to use the Membership List sent from National Office.**
- Members details are confidential and should be kept securely. Every VIEW member has the responsibility to protect personal information held by their club from: Unauthorised access; Unauthorised disclosure; Loss; or Other Misuse. *Every VIEW member has the responsibility to immediately report a data breach or suspected data breach to 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 (Membership Renewal letter - available at [view.org.au/resources/forms/](http://view.org.au/resources/forms/)). 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 VIEW Club contact details.*

## Make: Changes to Details

Example – change of phone number

Member Name	Year of Birth	Telephone/Mobile	Address	Email	Comments
Smith Suzy	1941	08 8562 6571 0409 545 577	62 Wayne Street SMITHFIELD - NSW 2652	Suzy.j.smith@bigpond.com.au	79 Jones Rd Newtown 2650 08 8365 5756

## Advise: Deceased / Resigned Members

Example – Resigned Member

Member Name	Date of Birth	Telephone/ Mobile	Email	Joined VIEW	Comments
Keaton Carol	01/05/1953	02 8562 6571 0409 545 577	Carol.keaton@iinet.co m.au	20/1/87	Resigned 20/8/18

## Members Not Included

1. Members joining after 31 December 2018 or New members where National Office have not received a Membership Application form



If a new member is not on this provided list, and you are not sure if National Office has received their 'Membership Application Form' (available at [view.org.au/resources/forms/](http://view.org.au/resources/forms/)) attach a copy of their Membership Application to the provided membership list. No new members will be added without this form.

2. Transferring/Second Club members not notified to National Office

Complete the "Changes to Membership Details" form (available at [view.org.au/resources/forms/](http://view.org.au/resources/forms/)) for Transferring/Second Club members omitted from this list and attach a copy to this membership list.

## Not able to make deadline 31 March 2019—Complete Late Notification Form

If you are unable to work within the timeframe outlined here, *please complete* the **Late Notification form** attached and *email to* [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au).

## Complete Payment form – Annual Subscriptions

Complete form and attach with cheque covering Annual Subscriptions for all Club members. Return with your Membership List.

Return to VIEW National Office, GPO Box 10500, Sydney NSW 2001

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

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## Membership Administration Procedures

Late Notification Form – *to be returned prior to completed Membership List*

Date: \_\_\_\_\_ Club Name \_\_\_\_\_

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

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

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Signature \_\_\_\_\_ Date \_\_\_\_\_

# 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

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

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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.