

JANUARY 2022 MAILOUT



Happy New Year!

This note forms part of your Club's first mailout from National Office for 2022. We ask Club Secretaries to make themselves familiar with the contents, note down deadlines and also inform all members, to keep them up to date.

Welcome to 2022 – from VIEW Executive - An exciting year ahead

New individualised Club letter from VIEW Executive. We encourage you to share this information with all Club members.

Membership List Update (Club Secretary/Treasurer)

Enclosed, on **YELLOW** paper, is your Club's current Membership List together with the procedures to update this information and late notification form. We request that you read these documents and update the Membership List - **Due back to National Office on or before 31 March.**

Service/Decade Pin Check List and Order Form (Club Secretary)

Enclosed, on **GREEN** paper, is your club's Service/Decade Pin Check List and Order details together with a covering message. Please read these documents carefully for details of the Service/Decade Pin ordering procedure. Remember to allow at least 1 month for order fulfilment and check mailout dates to avoid disappointment.

Mailout dates from National Office 2022 (Club Committee)

13 January	17 February	17 March	21 April	19 May	23 June
	21 July	18 August	20 October	17 November	

There is no mailout in September due to VIEW National Convention.

Club Secretaries and Treasurers are encouraged to diarise these dates so that they are aware of when orders will be sent from National Office.

Updated Forms 2022 (Club Committee)

All forms have been updated on the website for 2022 (<http://view.org.au/resources/forms/>). Club Committee members are asked to destroy/delete old versions of forms held and download new 2022 versions for use.

For Club Treasurer:

Club Treasurers will receive a separate package addressed to them via the Club address. Please pass this package to them as soon as possible as it contains specific information and time sensitive requests.

For Publicity Officer:

Enclosed is a copy of the "**Create connections and make a difference by joining VIEW!**" media release. The beginning of the year is an excellent time to be inviting new members to your club. To assist in recruiting local members we encourage you to use this media release now! Available in both long and short versions. Enclosed here is the long version, both versions will be available on the website. (<http://view.org.au/resources/media-releases/>) As always, electronic copies of this mailout will be available on the website (<http://view.org.au/resources/mailouts/>)

If you have any queries or concerns about the content, please contact your National or Zone Councillor or email view@thesmithfamily.com.au

Be Aware That: TSF & VIEW National Office in Sydney is Moving...

The Smith Family and VIEW National Office are in the midst of moving to new premises at Level 17, 2 Market Street, Sydney. The new offices open on 27 January 2022.

Please note the postal address has not changed. When you are corresponding with VIEW National Office please continue to use GPO Box 10500, Sydney NSW 2001.

There may be delays in the February and March mailouts due to COVID continuing to affect office attendance, and delivery touchpoints with Australia Post.

Thank you for your patience and understanding.

Remember the best way to contact National Office is by email view@thesmithfamily.com.au.

Yours faithfully,

Linda Custer
Office Coordinator - VIEW