



# Annual Membership Administration Procedures



Your current Club Membership List (**PINK paper**) from the VIEW Database is enclosed. Working with your members, please update their details. The updated/annotated Membership List is to be returned to National Office along with your members' Annual Subscriptions (\$20 per member) by **31 March 2021**.

**Please note:**

- **DO NOT REFORMAT OR REPRODUCE YOUR OWN MEMBERSHIP LIST. National Office is unable 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. *Data breach or suspected data breach must be reported immediately to National Office.*
- Members are encouraged to pay their Annual Membership Subscription fees directly to their Club account. Club Treasurers can provide bank account details to members to make direct deposits.

\* **Year of Birth section to be completed**

\* **Member email address to be provided**

\* This information is required for insurance purposes and/or to accurately identify members.

Example below:

**Please mark up ALL Changes to Details provided and print clearly**

Member Name	Year of Birth	Telephone/Mobile	Address	Email	Date Joined	Comments
Johnson Mary	1953	08 5656 5214 0410 568 512	97 Grover St North Adelaide SA 5006	maryjohnson53@gmail.com.au	15/8/87	Mary.johnson@bigpond.net.au <i>Advise: Transfer</i>
Keaton Carol	1943	08 2323 4152 0403 445 622	25 Vincent Pl Adelaide SA 5000	Carol.keaton@iinet.com.au	20/1/87	Transferred to Golden Grove VIEW Club 2020
Smith Suzy	1941	08 8562 6571 0409 545 577	141 East-Tee Adelaide SA 5000	Suzy.j.smith@bigpond.com.au	20/5/01	46 Pennington Tce, North Adelaide, SA 5006 08 8365 5756
Taylor Shiela	1941	08 5689 4679 0409 514 633	233 A Wright St Adelaide SA 5000	sheilabottaylor@westnet.com.au	20/1/99	Resigned 28/10/20 <i>Advise: Deceased / Resigned Members</i>

## **What if members are not included**

If a member/s are not appearing on your Club Membership List please supply a copy of the Membership Application form or Changes to Member Form (Transfer/2<sup>nd</sup> Club) (available at <http://view.org.au/resources/forms/>).

## **Annual Membership Subscriptions Payment**

Return updated/annotated Membership List with completed Payment Form and cheque covering Annual Membership Subscriptions for all Club members by 31 March 2021.

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

## **Complete Late Notification Form if not able to make deadline 31 March 2021**

We understand that some clubs may have difficulty adhering to our timeline 31 March 2021. If you are unable to work within the timeframe, *let us know by completing the Late Notification form attached and email to National Office at [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au) before the due date.*

*A copy of the Late Notification form can be found at [view.org.au/Resources/Forms](http://view.org.au/Resources/Forms)*

If you have any questions or concerns about this process, please contact National Office at [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au).

Linda Custer  
Office Coordinator - VIEW