

January 2024 Mailout



Happy New Year!

This note forms part of your Club's first mailout from National Office for 2024. 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. If you are not the Secretary for 2024 please ensure you hand it over to the new Secretary.

Welcome to 2024 – from VIEW National Executive - An exciting year ahead

Individualised Club letter with your Club's 2023 overview of support and upcoming events for 2024. We encourage you to share this information with all Club members.

Membership List Update (Club Secretary/Treasurer)

Enclosed, on **PINK** paper, is your Club's current Membership List together with the procedures to update this information, Late Notification Form, and Payment Form. We request that you read these documents and update the Membership List - **Due back to VIEW 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 fulfillment and check mailout dates to avoid disappointment.

Mailout dates from National Office 2024 (Club Committee)

18 January	22 February	21 March	18 April	20 June
18 July	15 August	19 September	17 October	21 November

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

NOTE: badges are ordered in the first week of the month and orders are accepted up to 2 days prior for the scheduled mailout. Clubs are encouraged to place only one order per month.

Updated VIEW Club Handbook 2024-25

The Club Handbook has been updated for 2024-25 and is available on the VIEW website view.org.au/resources/organisational-information. The VIEW Club Handbook is for all members. It includes general VIEW Club operations and role specific information in an easy-to-follow layout. We encourage all Club Committee Members to download a copy. One printed copy for your Club use will be provided in February 2024.

Privacy Policy Memorandum and Forms regarding members consenting to sharing their personal information/contact details with other members

Enclosed is the VIEW National Office Memorandum together with updated forms.

Please note: from 1 January 2024 **for new members** - the **Application for Membership** form has been amended to include **consent of sharing member contact details**. Please use the updated Nov 2023 version.

Process for existing members - the Record of Permission /Refusal to Publish Photographs of a Club Member Form is required to be completed annually at the beginning of the year. By completing

this form members give their permission to share their contact details and photos/images with members of the Club and The Smith Family.

Updated Forms 2024 (Club Committee)

All forms have been updated on the website for 2024 (view.org.au/resources/forms/). Club Committee members are asked to destroy/delete old versions of forms held and download new 2024 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 “Connect with other local women and support children in need!” media release which is also available on the website. 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 on the website view.org.au/resources/media-releases/.

As always, electronic copies of this mailout will be available on the website view.org.au/resources/mailouts/.

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

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

Yours faithfully,

Linda Custer
Office Coordinator – VIEW