



# **VIETNAM VETERANS ASSOCIATION OF AUSTRALIA**

## **VICTORIAN BRANCH (INCORPORATED)**

### **ADMINISTRATION INSTRUCTION NUMBER 6**

#### **SUB-BRANCH COMMITTEE RESPONSIBILITY TO MEMBERSHIP**

##### **Introduction**

1. This purpose of this AI is to provide details of basic support activities that should be considered by Sub-Branches.
2. Local requirements may dictate a different approach to membership support because of specific needs. Whatever approach is taken, the aim is to fully support the Vietnam Veterans Association of Australia membership and this consideration should be foremost in any decision taken.
3. The Vietnam Veterans Association of Australia as a non-denominational, non-political welfare organisation dedicated to the health, welfare and well being of veterans and their dependants. It therefore follows that if the Vietnam Veterans Association of Australia, any State Branch or Sub-Branch does not or cannot provide adequate support to the membership of the Vietnam Veterans Association of Australia, then the organisation has failed to achieve its fundamental objective.

##### **Detail**

##### **State and Sub-Branch Meetings**

4. Within our organisation there are different types of meetings and the philosophy of the Vietnam Veterans Association of Australia is that all meetings are open to the membership with only a few exceptions. The different situations are explained as follows:

##### **State**

- AGM - The Victorian State Branch holds it's AGM in February of each year. Each Sub-Branch is entitled to send a delegate and an observer to these meetings.
- General Meetings - The Victorian State Branch holds four quarterly general meetings at regular intervals throughout the year (see AI No 5 – Planning for State Council Meetings) - Each Sub-Branch is entitled to send a delegate and an observer to the these meetings.
- Executive Meetings - The Victorian State Executive meet every six weeks to address any business that may arise. No Sub-Branch delegates or observers are permitted at these meetings unless invited by the Executive.

##### **Sub-Branch**

- AGM - Sub-Branches must hold an Annual General Meeting each year and are obligated to notify all financial members of the place, date and time of the meeting.
- General Meetings - Sub-Branches have a duty to hold general meetings throughout the year and are obligated to notify all financial members of the place, date and time of the meeting.
- Executive Meetings - The Sub-Branch Executive will need to meet on a frequent

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basis to ensure the day to day business of the Sub-Branch is conducted efficiently and in the best interests of the Sub-Branch and its members.

### **Confidential Matters**

- All confidential or contentious matters that need to be discussed without exposure to the general membership must be discussed at a closed Committee Meeting.

### **Membership**

5. Subscription renewal Notices. Part 5 of AI No 14 (Membership) provides advice the sending of annual subscription notices.
6. Membership Records. Part 9 of AI No 14 (Membership) provides advice on membership records.
7. Membership Cards. Part 4 of AI No 14 (Membership) provides advice regarding membership cards.
8. Nonfinancial and Recovery of Lost Members. Part 8 of AI No 14 (Membership) provides advice on nonfinancial and the recovery of lost members.
9. **Every Member is a valued member.** There is any number of other means to service the Vietnam Veterans Association of Australia membership and when the occasion arises the members support should never be taken for granted. Every member should be made to feel that they are a valued member of the Sub-Branch and the Vietnam Veterans Association of Australia

### **Financial Records**

10. It is essential that financial records be properly maintained. The Vietnam Veterans Association of Australia depends on the financial contribution of its members, its fund raising activities and donations from various sources to support the Vietnam Veterans Association of Australia in achieving its objective of being a 'welfare based' organisation.
11. Receipts must be issued for any incoming monies i.e. subscriptions, fund raising monies, donations as soon as possible after the monies have been received but should occur within 48 hours of being received. These monies should be paid into the relevant general or welfare account as required.
12. Where a donation of goods has been made, the Sub-Branch should write to the supplier acknowledging the supply of the item and thanking them for their donation and interest.

### **Newsletter**

13. It is absolutely essential that each Sub-Branch produce a regular newsletter, which has clear objectives to keep the membership informed of activities and other relevant matters.
14. As a guide such a newsletter may comprise of:
  - President's Report,
  - The latest welfare information,
  - Social and local notices,
  - Reproduce with acknowledgement veteran's information from other publications,
  - Provide the names and contact information for the sub-branch committee, and report on the proceedings at State and National Council meetings.

### **Welfare**

15. With the characteristics of the Vietnam Veterans Association of Australia clearly defined as a welfare organisation and a registered charity, each Sub-Branch must have a Welfare Officer position on the Committee. The position can be filled by a person holding another position on the Committee but they must be TIP trained and the membership must be able to identify the person responsible for welfare.
16. Sub-Branches must take care to treat all welfare matters as confidential and limit the knowledge of those matters to those that have a need to know in the performance of their duties.

### **Conclusion**

17. The content of this Administration is meant as basic guide to the daily activities of the Sub-Branch and should not be treated as "all there is to know about Sub-Branch administration".
18. If the Sub-Branch is not sure of a particular process or how to handle a particular matter, do not hesitate to contact the State Secretary who will put you in contact with right person.