

REGISTER OF ADMINISTRATION INSTRUCTIONS

(Refer Section 9 of AI No 1)

AI No	Title	Date Adopted	Date amended	Date for Review
1	Administration Instructions		7th Aug 2010	
2	Incorporation of State Branch & Sub-Branches		7th Aug 2010	
3	Code of Practice		7th Aug 2010	
4	Vietnam Veterans Day Memorial Services		7th Aug 2010	
5	Planning for State Council Meetings		7th Aug 2010	
6	Sub-Branch Committee Responsibility to Membership		7th Aug 2010	
7	Privacy of Personal Information		7th Aug 2010	
8	Patriotic Funds		7th Aug 2010	
9	Public Liability Insurance		7th Aug 2010	
10	Property & Memorabilia Registers		7th Aug 2010	
11	Expense Claims for Volunteers		7th Aug 2010	

Amended as Authorised by State Council 7th August 2010

AI No	Title	Date Adopted	Date amended	Date for Review
12	Establishment & Closure of Sub-Branches		7 th Aug 2010	
13	Classes of Membership		7 th Aug 2010	
14	Membership of the Vietnam Veterans Association of Australia		7 th Aug 2010	
15	International & Headquarters Sub-Branches		7 th Aug 2010	
16	Education Team & Education Team Presentation Guidelines		7 th Aug 2010	
17	Fund Raising Zones		7 th Aug 2010	
18	Submissions on Association Issues		7 th Aug 2010	
19	Protocols for Responding to Media Enquiries		7 th Aug 2010	
20	Delegate Responsibilities (State and Sub-Branch)		7 th Aug 2010	
21	Appointment of Delegates – National Congress & National Council Meetings		7 th Aug 2010	
22	Bogus Veterans – Action to be Taken		7 th Aug 2010	

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AI No	Title	Date Adopted	Date amended	Date for Review
23	Badge Week		7 th Aug 2010	
24	Grievance Procedures		7 th Aug 2010	
25	VVAA(VIC) Charity Status and Tax Implications		7 th Aug 2010	
26	Definition of Welfare		7 th Aug 2010	
27	STATE & SUB-BRANCH CORRESPONDENCE		7 th Aug 2010	
28	INVESTIGATION OF COMPLAINTS FROM VETERANS OR ESO'S (PENSION/WELFARE/ADVOCATE ISSUES)		7 th Aug 2010	(Subject to current review) 7 th Aug 2010
29	WILLIAM HACKING EDUCATION BURSARY		7 th Aug 2010	

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