



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA

VICTORIAN BRANCH (INCORPORATED)

ADMINISTRATION INSTRUCTION NUMBER 27

STATE & SUB-BRANCH CORRESPONDENCE

Introduction

1. To facilitate the daily administration of the State Branch (including the State Executive) and Sub-Branches, there is an inherent need to communicate with individuals and organisations both within and outside the veteran community.
2. The AI provides guidance regarding any such correspondence and how the letterhead showing the Vietnam Veterans Association of Australia name and emblem is to be used in correspondence.

Detail

Writing of Correspondence

3. General
 - The Association name and badge is sacrosanct and may only be used to ***promote*** the principles and standards of the Association.
4. Individuals
 - Individuals must not write personal correspondence using the Association emblem or the Association name.
5. Sub-Branch
 - When a Sub-Branch is considering correspondence and the appropriate course of action, the following questions may assist with the determination of the course of action to be taken:
 - Do I fully understand the subject matter of the letter – Yes/No.?
 - Is the subject of the letter a “local matter” – Yes/No.?
 - When I write this letter, will it have a positive effect on the organisation – Yes/No.?
 - If you have answer “No” to any of those questions, then you should seek advice from the State Executive.
 - This does not mean that a Sub-Branch cannot write correspondence but what it does mean is that the author of the letter must ensure that they are fully conversant with the issues and the effect it may have on the Association.

Amended as Authorised by State Council 7th August 2010

- Any outwards correspondence sent from a Sub-Branch must be recorded in the Sub-Branch correspondence register and tabled at the next Sub-Branch Executive meeting

6. State Executive

- Each member of the State Executive may send internal correspondence with the State Branch and Sub-Branches however any correspondence is discussed a State Executive meeting prior to being sent out.
- Copies of any such correspondence are forwarded to the State Secretary for inclusion as State correspondence.

Adversarial or Derogative Comments

7. Experience shows that adversarial or derogative comments do not promote the principles of the Association – That is: The welfare of all veterans.
8. If any correspondence received that has any comments that show the Association in "bad light" (even to the slightest degree), must immediately be referred to the State Secretary for action by the State Executive.
9. Any adversarial or derogative comment received, that paints the Association in a bad light, should be referred to the State Executive.

Conclusion

10. This organisation has been established to provide welfare services for veterans and we need to thank the founders for their forethought and persistence and the quickest way to undo this good work is by adverse publicity.
11. Any ill-informed or incorrect correspondence can do great damage to the Association and its objectives. Therefore it is essential that the practices provided for in this AI be adhered to.