

# Membership List Guidelines & FAQ



# Membership List

Your current Club Membership List (**Yellow 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 2025**.

2022	MEMBER LIST FOR	VB03G	Sample VIEW Club			Note: All fields must be completed	
MEMBER NAME	Year OF BIRTH	ADDRESS	TELEPHONE / MOBILE	EMAIL	JOINED VIEW	COMMENTS	
Collins Eleanor	1959	22 Cherokee Road Frankston 3461	03 5303 6318 0439 813 879	Eleanor.Collins@Hotmail.com	7/01/1972		
Smith Aria	1970	7 Jacabina Court Auslinmer 3515	03 4286 0551 0472 763 408	Aria_Smith@yahoo.com.au	25/09/1972		
James Mia	1989	5 Carnegie Avenue Bulter 3532	03 9013 8061 0421 461 871	MiaJames80@gmail.com	27/03/1980		
Nguyen Ava	1941	85 Noalimba Avenue Graman 3360	03 6738 9973 0446 982 340	AvaNguyen1956@gmail.com	3/07/1980		
Miller Aurora	1964	52 Little Myers Street Cargerie 3334	03 5337 2130 0407 091 597	AuroraMiller075@hotmail.com	19/12/1988		
Davies Daisy	1975	95 Parkes Road Docklands 3008	03 8922 6943 0453 650 615	DaisyDavies256@Ozemail.com	10/02/1989		
Mitchell Ava	1948	56 Marlin Avenue Nanangroe 3582	03 6182 7780 0415 104 956	Ava_Mitchell@gmail.com	12/12/2006		
Ross Scarlett	1952	25 Bathurst Road Rockley Mount 3795	03 4071 7192 0412 943 354	Scarlett-Ross@Westnet.net.au	14/05/2009		
Watson Claire	1977	38 Maritime Avenue Talbot 3303	03 9055 4825 0453 960 862	Claire1Watson@Ozemail.com.au	30/10/2012		
Walker Savannah	1946	63 Barker Street Datatine 3317	03 9069 8413 0496 392 975	Savannah.Walker@gmail.com	14/03/2013		
Wright Maya	1950	61 Boughtman Street Noble Park 3174	03 9207 3861 0408 673 736	MayaWright121@hotmail.com.au	25/09/2018		
Murray Elizabeth	1964	14 Bass Street Gundurimba 3480	03 6719 7575 0481 294 152	ElizabethMurray365@yahoo.com.au	21/06/2021		

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Warren VIEW Club VIEW Club

# FAQ

## **Why has our Club received this list of members?**

Annual check to ensure that VIEW Clubs National Office has accurate membership information.

## **Who needs to complete this update?**

Club Secretary working with Club Treasurer (and other Committee Members as needed) should update this list

## **When is this due back to National Office?**

To ensure timely record updating it is requested that this be completed and returned to National Office by 31 March, each year.

## **Can I just send my Club's current Membership list instead of updating the list sent by National Office?**

No, each Club needs to update the list provided by National Office. It is a long process to update National Office Membership Database and to accept individual Club lists would mean having to compare our records to the list provided (times 268 clubs).

## **Do I need to do this on the hard copy, it would be easier if I had an electronic version?**

***Club Secretaries can request a Word Version of their Clubs Membership List from VIEW National Office for editing and submitting.*** Changes need to be marked in the document using Track Changes. Documents that do not show changes will be returned to the Club Secretary.

# FAQ – Cont'd

## What if members are not included

If a member/s does not appear 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 covering Annual Membership Subscriptions for all Club members by 31 March 2025.

Send to [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au) or VIEW National Office, **GPO Box 5348, Sydney NSW 2001**.

## Complete Late Notification Form if not able to make deadline 31 March 2025

We understand that some clubs may have difficulty adhering to our timeline 31 March 2025. 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 <http://view.org.au/resources/forms/>.

## Why do we need to include a Year of Birth, why not a Date of Birth?

To help keep VIEW members details safe, we only require a year of birth. A full date of birth can allow a misuse of members individual details if include with names and addresses. A Year of Birth provides the information required for Insurance compliance.

# How to Annotate the printed list

Mark: **ALL Changes (Please print ALL changes clearly)**

Any/All changes to name, phone, address, email –  
PLEASE CHECK ALL CORRECT

Advise:  
Transfer/Second Club

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	<i>Second Club</i>
Keaton Carol	1943	08 2323 4152 0403 445 622	25 Vincent Pl Adelaide SA 5000	Carol.keaton@iinet.com.au	20/1/87	<i>Transfer from...</i>
Smith Suzy	1941	08 8562 6571 0409 545 577	141 East Tce Adelaide SA 5000	Suzy.j.smith@bigpond.com.au	20/5/01	<i>46 Pennington Tce, North Adelaide, SA 5006 08 8365 5756</i>
Taylor Shiela	1963	08 5689 4679 0409 514 633	233 A Wright St Adelaide SA 5000	sheilabobtaylor@westnet.com.au	20/1/99	<i>Resigned</i>

Add Year of Birth (Insurance purposes)

Members to provide email address for better communication with members

Advise: Deceased / Resigned Members

# Electronic Version (Microsoft Word file)



If you prefer to use the electronic version, please request a Word version of your Club's Membership List from VIEW National Office.

- Complete all changes in Word document
- Changes will be marked ("Track Changes"). **Do not** turn off or accept changes – National Office needs to see what changes were made.
- Save document and email back to [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au)

# Example - edited Word list

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@gmailhotmail.com.au	15/8/87	
Keaton Carol	1943	08-2323-4152	25 Vincent Pl Adelaide SA-5000	Carol.keaton@iinet.com.au	20/1/87	0403-445-622
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	1963	08-5689-4679 0409-514-633	233 A Wright St Adelaide SA-5000	sheilabobtaylor@westnet.com.au	20/1/99	Resigned

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view

voice, interests and  
education of women