

January Mailout 2026

Incoming Committee



Happy New Year!

VIEW Clubs January Mailout 2026 | IMPORTANT INFORMATION

This email version of the January mailout has been sent to all VIEW Clubs as well as their President, Secretary and Treasurer. If you are a committee member from 2025 and you will not be continuing your position in 2026 **please pass this email and all of its attachments along to the incoming committee member. It contains important information for them to complete their role.**

Your club should receive an envelope with many of these documents in printed form. Please contact National Office by reply email (view@thesmithfamily.or.au) if you do not receive your physical mail out by Friday 30 January.

Please find **attached the following documents for the attention of the following 2026 committee members:**

President

- **Welcome to 2026 from VIEW National Executive** ([Attached](#))

This letter includes an overview of your club's support from 2025. We encourage you to share this information with all Club Members.

- **Help us help you** ([Available Online](#))

Tips on how to get support from National Office as efficiently as possible.

- **Committee Handover Guide** ([Available Online](#))

This is a new tool that National Office, the Future of VIEW and the National Council worked together to develop to guide your committee through a smooth handover. A proper handover to the incoming committee supports the future of your VIEW Club and prevents the loss of knowledge, account access and documents over time.

- **Joyspreaders Flyer** ([Available Online](#))

Details on the Joyspreaders gifts available for 2026.

Secretary

- **Instructions** ([Available Online](#))

For completion of membership list and service pin order form. Please allow 2-4 weeks for delivery of pins.

- **Membership List** ([Attached](#))

To be updated and returned to national office by **31 March 2026 AT THE LATEST**. Please note you will have been emailed a digital copy of the list if you prefer to edit and return using the digital copy.

- **Service Pin List and order form** (Attached)

To be completed and returned to National Office. Service pins will be delivered to the Club Mailing Address within 2-4 weeks of order.

If none of your club members are eligible for a service/decade pin in 2026 you club will not receive an order form.

Treasurer

- **Instructions** ([Available Online](#))

For submitting audit documents, reading and responding to the 2025 statement as well as a helpful guide to available resources.

- **Cheque Payment Forms** ([Available Online](#))

To be included with any payments made by cheque. The Annual Subscriptions by Cheque form as well as the general cheque payment form.

- **Audit Checklist** ([Available Online](#))

Official audit request for 2025 financial books including a checklist of what to include and instructions to send to National Office.

- **2025 Statement** (Attached)

Summary of VIEW invoices outstanding for merchandise and badges.

Publicity Officer

- **Media Release** ([Available Online](#))

“New Year, new you, join VIEW! Connect with other local women and support children in need” also available on the VIEW 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!

General Information for the Committee

Increase to Membership Fees

Annual Membership Subscription and joining fees increased to \$30 per member as of 1 April 2026.

Existing VIEW Club members who pay their Annual Membership Subscriptions:

- prior to the due date of 31 March 2026 will pay the current fee of \$20.
- after the 31 March 2026 deadline will pay the increased fee of \$30.

New VIEW Club members who join:

- prior to 31 March 2026 will pay the existing fee of \$20 Annual Membership Subscription and \$20 Joining fee
- on or after 1 April 2026 will pay the increased fee of \$30 Annual

Updated Forms 2026 (Club Committee)

All forms have been updated on the website for 2026 (view.org.au/resources/forms). Club Committee members are asked to destroy/delete old versions of forms held and download new 2026 versions for use.

Using the VIEW Website

The VIEW website (view.org.au) has the most up to date copies of all forms, documents and resources for VIEW Club members. The website should be your first port of call for all policy and procedure questions as well as locating any documents.

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.

We are looking forward to working with you through 2026!

Yours faithfully,

Becca

Becca Crofts (she/her)

Operations Coordinator VIEW | The Smith Family