

# 2026 Secretary

## January Mailout



Dear Club Secretary for 2026,

Thank you for taking on this important role that is vital to the efficient functioning of your club and the organisation. Please read this letter carefully and ensure you receive all enclosed documents.

Your club should receive a physical mailout with printed copies of some of these documents.

Please contact VIEW National Office ([view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au)) if you have not received them by Friday 30 January 2026.

Please find attached the following documents, with detailed instructions in this letter:

- Membership List
- Service Pin ordering form

### **Committee List**

Your Zone or Area Councillor will be in touch to collect an updated committee list for your club. Please ensure that you provide this information in a timely manner following elections to ensure that the appropriate person is contacted for club business.

### **Club Webpage**

You should work together with your Publicity Officer or Computer Person to take a picture of your 2026 committee and send it to the Website Working Group to update your Club page ([viewwebsite@thesmithfamily.com.au](mailto:viewwebsite@thesmithfamily.com.au)). You should also make sure that correct and up to date contact information is on your club web page for any prospective members.

### **Service/Decade Pin Ordering Form**

Enclosed on green paper is your Club's *Service/Decade Pin Checklist and Order Form*. If your club does not have any eligible members for a Service/Decade Pin, there will be no green form enclosed. Pins will be sent out to your club within 2 weeks of receiving the order for the Club to present to their members.

Please note that members of multiples clubs should only receive one service/decade pin from their primary club.

Please:

- Check this list against your own records to ensure we have correctly captured all members who are eligible for a service/decade pin in 2026
- If any members are missing, please add them to the form with their correct joining date
- Complete the order form section with the number of badges and certificates required and return to National Office (email preferred).

Members may purchase a 10 or 20 year service pin for a cost of \$5. Pins for 30 years of service and higher are provided to members at no cost. Replacements for lost or damaged pins of any tenure will cost \$5 and can be ordered using the Stock Order Form.

### Membership List

Your current Club Membership List from the VIEW Database is attached. **Please note** that these lists were produced in **December 2025**. Any changes that you have made in January 2026 will not be reflected on the membership list but may be reflected in our National database.

Please:

- Check this list against your own records to ensure it is an accurate and up to date list of all current members of your Club.
- Work with your members to ensure that their details are correct and clearly mark any changes where details need to be updated.
- Return the list to National Office with annotations **before 31 March 2026** along with a bulk payment of Annual Membership Subscriptions for your members.

### Track Changes:

The word document attached has “track changes” turned on. This is a feature that will highlight any of the changes you make to the document which makes it easy for us to update in our database.

When you make changes and updates to the list they will be marked in red with underline and any deletions will show up in red crossed out. You don’t need to do anything differently. Please don’t turn off track changes or “accept changes”. It is important that when you send the list back to National Office we can clearly see which records need to be updated.

### Example of edited list with track changes:

Member-Name	Year-of-Birth	Telephone/Mobile	Address	Email	Date-Joined	Comments
Johnson	Mary	1953 08-5656-5214 0410-568-512	97-Grover-Street North- Adelaide-SA 5006	maryjohnson53@gmail.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	<u>0403 445 622</u>
Smith	Suzy	1941 08-8562-6571 0409-545-577	141-East-Tee- Adelaide-SA 5000	Suzy.j.smith@bigpond.com.au	20/5/01	<u>46 Pennington Tce</u> <u>North Adelaide, SA</u> <u>5006</u> <u>08-8365 5756</u>
Taylor	Shiela	1963 08-5689-4679 0409-514-633	233-A-Wright- St-Adelaide- SA-5000	sheilabobtaylor@westnet.com.au	20/1/90	Resigned

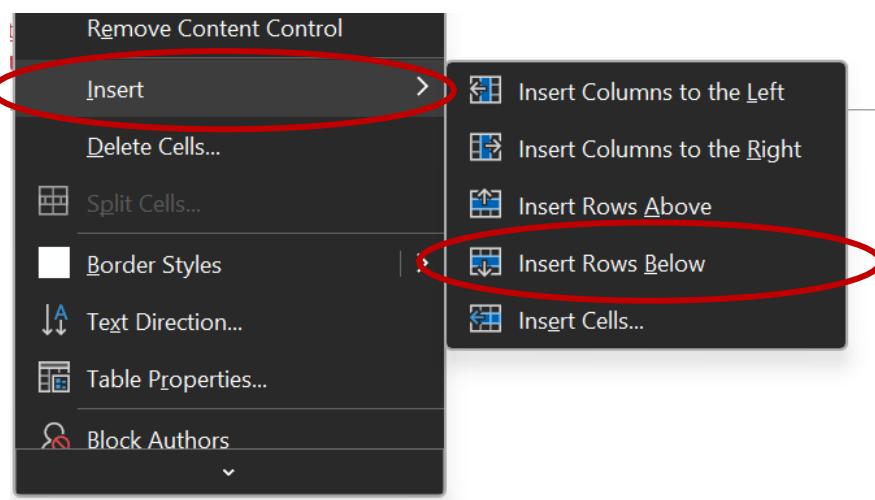
## How to Annotate the List:

- **If a member is missing from the list**

Please add a new row to the table and enter in their details including their start date and contact information. Please provide a copy of their paperwork, this may be a new member application form or a change of member details form if they are a transfer or a second club member. (*remember new members entered into the National Database in January 2026 won't appear on the list!*)

To add a new row to the table, **right click** on an existing record and select **Insert** and then

### Insert Rows Below



- **If contact information or other details are incorrect**

Delete the incorrect information and type in the correct information. Please note that this will be in red text with a line through deleted text to track the changes.

- **If a resigned member is on the list**

Please clearly mark the end date and include in the comments section the reason their membership ended (i.e. transferred to Example VIEW Club 15/6/25 or Resigned 2/3/25).

If you have any queries or concerns, please contact your National/Zone Councillor or email [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au).

Yours faithfully,  
Becca Crofts  
Operations Coordinator VIEW