

NATIONAL SERVICEMEN'S ASSOCIATION OF AUSTRALIA NSW BRANCH

PROCEDURE FOR ANNUAL MEMBERSHIP RENEWAL

- Membership renewal forms are issued to members by the sub-branch. They are available on NSW Branch website, <http://www.nashonsw.org.au/> or by contacting NSW Branch Secretary. We request the form to be completed in full by the member; this is required to update our member records as per the Dept. Fair Trading.
- Renewal forms are then returned to sub-branch and processed, receipt for fee issued to member by sub-branch. Fees deposited in sub-branch account.
- Annual Renewal Summary form to be completed by sub-branch and transmitted by email and/or snail mail to State Membership Officers addresses on form (when reasonable number of renewals have been received). Please indicate method of remittance and amount: - Cheque - Direct Deposit - Electronic Transfer on Summary form. Amount being \$18 x number of members listed on the form. NB. Original of renewal forms are to be retained by the Sub-Branch with a copy to be sent to State Membership Officer this will ensure we have accurate and up to date membership files.
- The Annual Renewal Summary form (together with Renewal forms), will then be forwarded by the State Membership Officer to State Secretary and Treasurer for updating of their records. The Treasurer will check payment is in State Branch Account and then issue receipt to State membership Officer.
- Membership Officer acknowledges receipt of remittance and Renewal Summary, updates State membership records, produces membership cards and forwards to sub-branch with receipt.
- Copy of each Renewal Summary, when processed will indicate that cards have been sent

NOTE: A revised Annual Renewal form and an updated Renewal Summary form have been developed and will be in Word and Excel to enable computer completion and internet transmission these will be issued to sub-branches with a copy of the above procedure supported by advice from the State President endorsing the procedure. It is anticipated this should be ready to be implemented by second week October. Both forms will be placed on the State Website.