



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED

ADMINISTRATIVE INSTRUCTIONS 0/2011

Introduction.

1. Administrative Instructions (AI's) will be issued to provide guidance to facilitate the successful implementation of policies determined by the VVAA (SA Branch) Inc. They will apply to the State Branch Council and to Sub-Branch Committees.

Detail.

2. AI's will cover issues not promulgated in any other publication.
3. AI's will be simply and uniformly formatted and will consist of five sections:
 - (a) Administrative Instruction Number
Each AI will be numbered commencing at one each year, followed by an oblique stroke (/) & the last two digits of that year, preceded by "Administrative Instruction."- Administrative Instruction 1/2011 for example.
 - (b) Title.
Each AI will bear a title under the AI number. This will describe the subject and will also be entered into an Index to be maintained as a quick reference.
 - (c) Introduction.
This section will contain a brief description of the reasons for issuing the Instruction.
 - (d) Detail.
This section will contain all of the necessary procedures to ensure successful introduction of the Instruction. It may be sub-divided by internal headings and paragraphing appropriate to the complexity and length of the Instruction.
 - (e) Authority
Authority for the issue of AI's will be the minutes and date of the meeting at which a topic is determined.