



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED

Administrative instruction 20/2011

ESSENTIAL ADMINISTRATIVE TASKS AND IMPORTANT DATES

Introduction

1. There are numerous essential tasks undertaken by the State Council or sub-branch committees and in particular respective secretaries are specifically involved in making sure that essential tasks are carried out. Because committee volunteers change on a regular basis there are times when essential tasks are overlooked during any learning process.
2. The aim of this AI is to provide a checklist of essential tasks and important dates that secretaries should consider when planning for committee meetings.

Detail

3. The Constitution and Administrative Instructions cover most of the essential tasks undertaken by state or sub-branch secretaries. Secretaries are specifically tasked with responsibility for maintaining their sub-branch copies of the National & State Constitutions, National Policy Handbook and Administrative Instructions.

Secretary's Check List

4. Reference to specific Administrative Instructions or constitutional requirements is intentionally avoided because these documents are subject to change as the need arises. Therefore, specific tasks assigned to secretaries have been listed in a checklist.

Sub-Branch elections.	A copy of the AGM minutes is <i>mandatory</i> .
Sub-Branch membership.	Financial <i>ORDINARY</i> members only
Change of address	
Death of a Vietnam veteran.	<i>Does not have to have been a member.</i>
Sub-Branch transfers.	
Property registers	
Sub-Branch Delegates	Nominate for State Executive positions
Disposal of Sub-Branch records.	
Use of the VVAA Logo.	<i>Approval required prior to use.</i>
Sub-Branch Newsletters.	Copies to State President and State Secretary

5. Enclosed is a list by calendar month of important dates and scheduled completion dates for some of the main important tasks.

Authority

State Council Meeting: 20th Feb. 2011

IMPORTANT DATES IN THE VVAA YEAR

- January** – Nil Events
- February** – State Annual General Meeting
- March** – First State Council Meeting.
- April** – State Council Meeting.
- May** – State Council Meeting
National Congress.
- June** – State Council Meeting.
- July** – State Council Meeting.
- August** – State Council Meeting
Badge day
Vietnam Veterans Day
- September** (End.) Send last capitations to National.
– Prepare for Next Years Badge day
– Prepare for Next Years Vietnam Veterans Day function
- October** – National Council Meeting
- November** – Call for State Council Nominations
Remembrance Day
State Membership and labels for ‘DEBRIEF’
State Council Meeting
- December** – Sub-branches to prepare for audit of accounts
Last State Council Meeting
Presidents Christmas BBQ

NB State Committee Meetings are held the evening at 2:00pm, on the second Monday of each month unless otherwise as advised.

NB. Capitulations are forwarded to the National Secretary on a monthly basis until the end of September.

Approved State Council Meeting: 20th Feb. 2011