

2. Sub-Branch Membership

Procedure for New Member Applications

The procedure for processing new applications for membership is as follows:

1. Receive Application.
2. Make contact with new member and get evidence of service.
IE picture /copy of discharge certificate, record of service or similar.
3. Once received, print and sign application.
Email through to state membership office for processing.
4. If application is for transfer from another QLD sub branch, no evidence of service required. Application to be printed, signed and sent to state.
5. Email welcome status letter to member – post if no email available
6. Place hard copy of application into manila folder.
This is to be filed in filing cabinet in sub branch office.
7. Enter new member's name in membership list
8. Enter new member's name on SMS list
9. Enter new member's name on email list
10. Wait for confirmation email from State that membership has been fully processed.
11. Once confirmation received, email new member welcome letter and attach all relevant flyers, newsletters and information. Post if no email available.
Welcome letter includes details of next General Meeting.
12. Order new name badges. Check with the new member as to what he or she would like on the name badge, e.g. (Michael, or Mick etc...).
13. Add new member's name onto new member document for inclusion in GM minutes.
14. Upgrade the membership list and promulgate.
15. Send the upgraded membership list to both the Secretary and the President when convenient.
16. Email executive board members the updated membership list which is also available on sub branch shared drive.
17. Provide PDF copy of membership list to Welfare Officer.

All membership queries will be passed directly to our Membership Officer without any delay.

The following are templates of correspondence sent to members using the Standard Letter Head.



North Gold Coast RSL Sub-Branch Membership Information

Thank you for enquiring about membership of the Queensland RSL. Membership enquiries are welcomed by all persons who are currently serving or served as a member of the armed forces, whether active, full time, and national service or in the reserve, and includes Allied forces.

Our meetings are held bi-monthly in the months of **January, March, May, July, September** and **November** at 0930h in the Club Helensvale dining room. Our meetings are usually brief (aim for 1h) and then we adjourn to enjoy a social gathering amongst our members their guests and families.

Our annual dinner is held in November each year and you and your spouse are welcome to join us and share a story or two.

We celebrate other remembrance and social occasions throughout the year with our Anzac Day Dawn Service held in the grounds behind Club Helensvale and we try to be a socially active and a friendly group who enjoy many benefits of membership including "Perpetuating the Spirit of Anzac".

Please complete the attached application and post to us at our PO Box number in the stamped envelope provided or leave the application, at the front desk of Club Helensvale. Do not forget to include the details of your service and proof of service. All details will be treated in the strictest confidence and any personal papers etc. will be returned to you. They will not be photocopied.

All membership enquiries are best directed to our Membership Officer, Mrs Katherine Edwards on 0428 202 461.

We look forward to welcoming you to our Subbranch and enjoying the many benefits membership can bring.

Ken Golden, OAM

President

North Gold Coast RSL Sub-Branch PO Box 641 Oxenford 4210
Phone 0484259344 Email ecretary@nthgoldcoast.rslqld.net.au





MEMBERSHIP INFORMATION

Thank you for your enquiry into joining our membership of the Sub-Branch.

Currently there are two options to join our Sub-Branch.

Option One – Obtain a membership pack from either: Club Helensvale, Anzac Day or Remembrance Day Sales site or

By email – Katherine.edwards@nthgoldcoast.rslqld.net.au Or

Option Two – Go to the following website and apply online at <https://www.rslqld.org/en/Get-Involved/Become-A-Member>

It is advised that as of 1st June 2016; the North Gold Coast (NGC) Sub-Branch Inc is providing free Life Subscriber membership to all veterans who apply to our sub -branch. These memberships include the provision of the RSL badge and membership card upon clarification of your service through the Queensland State Office.

Once your application is received, we will process it as quickly as we can. If you are applying online, an email will be sent to your email address to ask you for proof of Service by either sending a copy of your Discharge Certificate or Record of Service .

If your application is successful, we will notify you in writing, by either email or mail as per your request of your success and when our next meeting will take place and other details.

If you have any further questions, please don't hesitate to contact myself. Thank you again for your enquiry and we look forward to meeting you soon.

Kind Regards.

Name

Membership Officer

Phone Number

North Gold Coast RSL Sub-Branch PO Box 641 Oxenford 4210
Phone 0484259344 Email secretary@nthgoldcoast.rslqld.net.au





Date

Name

Address line 1

Address line 2

Welcome to the RSL

Thank you for your application to join our Sub-Branch of the RSL in Queensland.

Your paperwork has been sent to the State RSL office for processing. This should not take long to process. Meanwhile, we will consider you and your family as members, so welcome.

Our meetings are run Bimonthly in the months of January, March, May, July, September, and November at Club Helensvale, Discovery Drive, Helensvale.

You are most welcome to attend, whether your application has been processed or not.

Come along and meet the others, following the meeting we provide light snacks.

We have on sale for our members our Sub-Branch T Shirt at a cost of \$40 or \$45 with pocket.

We provide you with an initial name badge for you and your partner for free. Please let me know what name you prefer on name badge and shirt size if you want to order one.

The Sub-Branch is incorporated as of 16 Jan 14. Incorporation Number: IA41634

The Sub-Branch holds - Public and Products Liability - \$20,000,000

(Any one occurrence or in respect of Products and Pollution, in the aggregate)

Policy Type - Business Insurance

Class of Insurance - Voluntary Workers Personal Accident

Thank you again for applying to join our Sub-Branch and we look forward to your attendance in the future.

Yours in remembering them,

Name

Membership Officer

Phone Number

North Gold Coast RSL Sub-Branch PO Box 641 Oxenford 4210
Phone 0484259344 Email secretary@nthgoldcoast.rslqld.net.au





Date

Name

Address Line 1

Address Line 2

Welcome – Membership Complete

This letter is officially advising you that your membership to join our Sub-Branch of the Queensland Branch Returned Services League (RSL) is now approved. We appreciate your interest in the League and with our Sub-Branch.

You are hereby formally invited you to attend our next meeting so that we may present you with your Membership pack/card and name badge.

This General meeting is scheduled for Day, Date, Month, Year, commencing from 0930hrs in the upstairs meeting room at Club Helensvale, Discovery Drive Helensvale, should parking be limited in the club, there is always room over in the Council area along Discovery Drive (across from the club).

Please find attached a copy of the Constitution.

Looking forward to meeting you in person.

Yours in remembering them,

Name

Membership Officer

Phone Number

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Phone 0484259344 Email secretary@nthgoldcoast.rslqld.net.au

