**NEW MEMBER CHECKLIST**

**Serial 1.** Have the potential member complete the [new member application.](https://navalassoc.org.au/links/naa-forms) **Membership Forms**

**Serial 2.** Internal administration completed to ascertain eligibility and correctness of the new member application.

**Serial 3.** Present to members at the next available Sub-section meeting.

**Serial 4.** Forward new member application to the National Membership Registrar for registration. Email address: [glenn.williams@navalassoc.org.au](mailto:glenn.williams@navalassoc.org.au)

***Distribution of application form.***

**Copy to National Membership Registrar** With Monthly Capitation Report and (**F2A** and **F3**) Naval Association of Australia

PO Box 5119,

Victoria Point QLD 4165

**Copy to State Secretary** With Monthly Capitation Report and (**F2B** and **F3**) State Secretary

**Original to be retained and filed by the Sub Section Secretary** Sub Section Secretary

**Serial 5.** Complete the [Capitation Form Auto Fill Excel File latest version](https://navalassoc.org.au/links/naa-forms), **Capitation Forms,** and forward along with collected monies to the National Council, and the Victorian Section.Distribution of collected new member monies to be IAW [Annex H to the NAA By-laws](https://navalassoc.org.au/links/flip-books-constitution-and-laws)

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| ***Guidelines for capitation returns*** |
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| Capitation Instructions 2022 Ver 1.46 **(Sub-sections)** | [PDF](https://navalassoc.org.au/sites/default/files/documents/NAA%20Forms/Capitation%20Instructions%202022%20Version%201.46.pdf) |

**Serial 6.** Provide new member reading pack to the new member. To include, but not limited to:

A link to the:

[NAA home page to access the NAA Constitution,](https://navalassoc.org.au/)

NAA By-laws,

White Ensign Magazine,

Work Health Safety requirements specific to the Sub-section,

Conflict of Interest Policy,

General information specific to the Sub-section,

Sub-section web page, and

Sub-section office bearers.

**Serial 7.** Provide the new member with the NAA member badge, provided by the National Treasurer.

**Serial 8.** [Create the internal Sub-section member card.](https://navalassoc.org.au/sites/default/files/Local%20Record%20Card.pdf)

**Serial 9.** File relevant personal information securely.