



## **POLICY: CONTACTING NEW AWARDEES.**

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### **Step 1**

Award is announced – Australia Day or Queen’s Birthday

### **Step 2**

Immediately after the announcement of the awards, Regional Chairs are encouraged to extract the names of awardees who appear to live in your Region. Groups may interrogate the Governor General's website (<http://gg.gov.au>) and locate some addresses and citation details for those awardees, then send them a congratulatory card or personal letter. Alternatively Regional Chairs may wait until the formal advice is received from the State Membership Secretary.

The congratulatory card or letter should contain such matters as a brief outline of the Region, its official name and its activities, including the names of the office bearers and dates of forthcoming events, particularly the date of any new awardees reception your group may have planned.

The letter may also include a reference to the National OAA website, ([www.theorderofaustralia.asn.au](http://www.theorderofaustralia.asn.au)) containing more information regarding national, state and regional group activities. The group should also encourage the new awardee to provide their email address so that the awardee can be informed of any functions prior to the awardee joining the association.

The group should indicate that the recipient will also receive letters of congratulations from the National Chair, including a Membership Application Form, and State Chair inviting them to join the association.

It is preferable that Regional Chairs not include a Membership Application Form. However if one is included it should be acknowledged that awardees will have previously received a copy.

### **Step 3**

About one to two weeks after the awards are announced, Government House provides formal advice to the National Office that will then compile state lists and forward them to State Chairs. At this time:

1. The National Chairman will write a congratulatory letter to all recipients and enclose a Membership Application Form together with a brochure outlining the benefits of joining the association.

Separate to this letter, a copy of the latest edition of The Order is sent to the awardee by the National Office.

2. The State Chairman will write a congratulatory letter to all Victorian recipients.

If not already done so at Step 2, the Regional Chairs should write a congratulatory letter to all awardees within the Region as per the information contained in Step 2.

As indicated in Step 2 it is preferable that Regional Chairs not include a Membership Application Form. However if one is included it should be acknowledged that awardees will also receive a copy from the National Chair. The letter should also include examples of that Regional Group's activities.

Given the importance of appropriately welcoming new awardees, Regional Chairs should make personal contact with each of the new awardees, as an integral part of congratulating them and encouraging them to join the Order of Australia Association.

### **Follow up actions.**

1. When groups are arranging their new awardees receptions they can take the opportunity to include with their invitation a copy of the Membership Application Form to those recipients who have not already joined the association.
2. Similarly groups are encouraged to have a supply of Membership Applications Forms at their events to welcome new awardees.
3. Updated membership lists are provided quarterly to the Regions by the State Membership Secretary (January, April, July and October).
4. On receipt of membership updates, Regional Chairs should make a further approach to recent awardees who have not taken up membership of the Association. The means of approach is at the choice of the Regional Chair, and may be by mail, email, phone call or personal visit. In choosing mail, it should be noted that three separate letters will have been forwarded by this time.
5. New membership lists are provided at periodic intervals in between the quarterly membership updates.

6. As new members are notified to the State Membership Secretary an email containing a welcome to the new member plus a copy of the recent edition of the State Electronic Newsletter is attached to the email. Where an email address has not been advised, regional groups are asked to attempt to find out whether the member has an email address (and advise the Membership Secretary) OR introduce the option of a posted state newsletter for an additional \$25 p.a. (arranged through the State Treasurer).