



FACTSHEET: NATIONAL MAILINGS 2003/2004

TO: AREA/CIRCLE SECRETARIES

May 2003

Mailings

- Correspondence to Secretaries and other Officers is forwarded by e-mail/website communication based on information provided by yourselves. With the exception of items which cannot be input onto the website, i.e. professionally printed items, leaflets etc., and with the **exception of the May Mailing** which will be forwarded **by post** due to the turn around period after the National AGM
- **On receipt of this mailing, please check that the name and address on your label are correct**
- Please make a note of your membership number, also included on the label, and use this whenever you contact HQ
- Below is a list of the mailings you will receive throughout the year – if you do not receive a mailing that you are expecting by post, **PLEASE CONTACT HQ AND WE WILL DUPLICATE - DO NOT WAIT.**

May 2003 - This Mailing - BY POST

Contains:

- Capitation Return Form, to be passed to your Circle Treasurer
- Information from the National Treasurer regarding capitation
- Contact sheet re new National Officers etc
- Information from National Executive Officers
- Registration/Capitation Fee Form for 2003/2004, which should be copied and completed by every new member joining Circle – **PLEASE DESTROY PREVIOUS Registration Forms**
- Database Change of Details Form – to be used whenever a member's details change and forwarded to HQ – again please only use this updated version in future – destroy previous copies.

August 2003

Will contain:

- **Where appropriate, a cheque for travel expenses in respect of the Circle delegate who attended the National AGM - If you do not receive a cheque, and you should have done, please contact HQ before 31st August 2003 – DISPATCHED BY POST**
- **National AGM Minutes - DISPATCHED BY POST**
- Information from National Executive Officers
- ***Items for Discussion for the September Council Meeting will be forwarded to the Area email contact only – the Area Chairman/Area Secretary should ensure that this information is forwarded to Circles prior to the Chairmen/Delegates Meeting in September.***

October 2003

Will contain:

- Information re nominations for National Office and resolutions for the 2004 National AGM
- Area email contact will receive the relevant forms for the above
- Information from National Executive Officers

January 2004

Will contain:

- Details regarding the Southend on Sea 2004 AGM
- Draft National AGM Agenda
- Information from National Executive Officers

Please note – this is dispatched during the last week of January and Circles should not arrange meetings to discuss the Agenda before the first week in February.

March 2004

Will contain:

- **Database print out of members details to be updated and returned to H.Q. – DISPATCHED BY POST**
- Directory Forms, to be completed and passed to the Area Secretary at the April Area Meeting. Delay in returning this form will result in your details not being included in the National Directory and completion of the form is the responsibility of the outgoing Circle Secretary – the information is still required for our records even if the forms arrive late!
- **National AGM Agenda for 2004 – DISPATCHED BY POST**
- Voting delegate's travel claim form
- Information from National Executive Officers

PLEASE NOTE:

- The national magazine 'The Circler' - published in early summer - is sent direct to members' homes.
- National Directories will be dispatched direct from the printers at the end of July.

Mailings are sent to Areas and Circles for the information of ALL Circlers. If this information is not communicated to Circle members, they will not be aware of what is happening at Area and National level. Please read everything, pass it on where appropriate, and most importantly action it where necessary. The members of the Association can only make informed decisions about the development of Ladies' Circle, if they have received all the relevant information.