



# THE ORDER OF AUSTRALIA ASSOCIATION

## M3.1 COMMUNICATION WITH NEW RECIPIENTS POLICY

<b>Identifier</b>	M3.1 Communication with New Recipients
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### Table of Revisions

No.	Date Approved	Comments	Next Review
1	June 2022	Initial Policy	June 2025

## 1.0 INTRODUCTION

### 1.1 Purpose

The purpose of this Policy is to provide guidance to Branch Chairmen and Branch Membership Secretaries on communicating strategic processes with new Honours and Awards recipients in The Order of Australia.

### 1.2 Applicability

The Policy outlined in this document apply to all Branches of the Order of Australia Association (the Association).

### 1.3 Policy Basis

The basis of this Policy is G2-Board Charter and the Job Description of the National Membership Director (NMD) which provides that the NMD is responsible for membership matters

## 2 POLICY STATEMENT

The Association will communicate with new recipients of Honours and Awards in the Order of Australia to congratulate them on their achievement and invite them to join the Association.

The Chairman of the Board will write to new recipients as soon as possible following the release of each Australia Day and Queen's Birthday Honours List. The letter will include the membership invitation and application brochure.

Branch Chairmen will also write to new recipients following the release of each Honours List but must wait until advised that the National Chairman's letter has been sent before doing so.

Branches have discretion regarding how often and for how long they follow up with invitations to join the Association but should strike a balance between providing ample opportunity and respecting a recipient's decision not to join.

### **3 RESPONSIBILITIES**

The Board is responsible for ensuring that an appropriate policy on communication with new recipients is in place and appropriate compliance.

The National Membership Director is responsible to ensure that:

- This Policy is reviewed and updated with appropriate frequency; and
- Information brochures and membership application forms are up to date and available to Branches and Regional Groups in sufficient quantity.

The National Membership Officer is responsible to carry out duties as outlined in MP3.1- Communication with new Recipient's Procedure.

Branch Chairmen are to:

- Make contact with new recipients as suggested MP3.1- Communication with new Recipient's Procedure;
- Follow up as appropriate; and
- With Branch Membership Secretary make sure the database is updated, including removal of emails if new recipients do not want to become members as MP3.1- Communication with new Recipient's Procedure.

### **4 RELATED DOCUMENTS**

This Policy is to be read in conjunction with:

- Constitution of the Order of Australia Association;
- By-laws of the Order of Australia Association;
- MP.3.1 Communication with new Recipient's Procedure.
- A1 Records Management Policy.

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