|  |  |
| --- | --- |
| **VIEW_MONO_BW** | **History Reporting Form: Club Closure** |
| **Year:** |  |

To help with the maintenance of the VIEW History records, we need your ongoing input. Please arrange completion of this form to enable these details to be processed into our History Records and return to the History Working Group to [view.historymatters@gmail.com](mailto:view.historymatters@gmail.com) or c/- National Office, GPO Box 10500, Sydney, NSW, 2001.

When completing this form, **please type or print clearly**. Many thanks for your cooperation.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Club Name: | |  | | | | | Zone: | |  | |
| Date of  Inaugural Meeting: | | |  | | | Date of Closure Meeting: | |  | | |
| Venue: |  | | | | | | | | | |
| Executive Members (if present): | | | |  | | | | | | |
| National Councillors (if present): | | | | |  | | | | | |
| Number of Members present: | | | |  | | Number of Guests present: | | | |  |

List names of current Committee Members:

|  |  |  |  |
| --- | --- | --- | --- |
| President: |  | Vice President: |  |
| Secretary: |  | A/Secretary: |  |
| Treasurer: |  | A/Treasurer: |  |
| Delegate: |  | Publicity Officer: |  |
| Program Officer: |  | Program Officer: |  |
| National Councillor: |  | Zone Councillor: |  |

|  |
| --- |
| Reason for Closure: Click or tap here to enter text. |

List Club Members transferring to other Clubs, and Club to which transferring:

| **Member Name** | **Club Transferring to** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. The Club Treasurer must arrange closure of the bank account and arrange for the final balance to be sent to National Office, VIEW Clubs of Australia, GPO Box 10500, Sydney 2001, along with Financial Records for past 7 years, plus current financial year’s records for Audit.
2. The National Councillor should arrange with the President and/or Secretary to bring the following records/items to the Closure Meeting for her collection. The final meeting minutes could be made available on the occasion. These records/items are: Inaugural Minutes, all AGM Minutes, Club Committee Minutes for the last 5 years, Closure Meeting Minutes, Club Charter, Committee Badges and Ribbons, Unused Stationery, Club memorabilia (Club photos of events can be shared amongst membership).