

The Price of Liberty is Eternal Vigilance



CIRCULAR

CIRCULAR

**THE RETURNED AND SERVICES LEAGUE
OF AUSTRALIA
(NEW SOUTH WALES BRANCH)**

ANZAC HOUSE, 245 CASTLEREAGH STREET, SYDNEY NSW 2000

Telephone: (02) 9264 8188

Fax No: (02) 9264 8466

Email: admin@rslnsw.org.au

PATRON

**HIS EXCELLENCY GENERAL THE HONOURABLE DAVID HURLEY AC DSC (Retd)
GOVERNOR OF NEW SOUTH WALES**

CIRCULAR NO: 12/15

FILE NO: 2016

9 May, 2016

TO: ALL HONORARY SECRETARIES AND SECRETARIES OF RSL SUB-BRANCHES,
DISTRICT COUNCILS AND STATE COUNCILLORS

EXPIRY DATE: 23 May, 2016

Dear Sir/Madam,

2016 RSL sub-Branch Administration Seminar

A sub-Branch Administration Seminar will be held on Monday, 23 May 2016 at Sydney Town Hall prior to the Annual State Congress. The seminar will utilise the main Centennial Hall as well as the lower Town Hall. Entry is via George Street and wheelchair/mobility access is via Druiitt Street.

The sub-Branch Administration Seminar is to provide sub-Branch Presidents, Honorary Treasurers, Honorary Secretaries and potential committee members with information to assist them in carrying out their duties as elected officers.

The start time is 9.00 am Monday 23 May 2016 in the Centennial Hall.

As has been the case in the past the seminar will consist of presentations from invited guests and ANZAC House staff on a variety of topics, all of which are aimed at making life easier for sub-Branch officers. Registration for the seminar is not necessary.

Please find a schedule of events attached to this circular. Concurrent sessions will held in the Centennial Hall and 3 breakout rooms in the Lower Town Hall before lunch. The District Council Presidents meeting will be in the Treasury Room on the same level as the Centennial Hall starting at 1.30pm.

We hope that as many sub-Branches as possible will take the opportunity to send at least one representative to this very important seminar.

Yours sincerely

Glenn Kolomeitz
CEO/STATE SECRETARY



SCHEDULE OF EVENTS

2016 SUB-BRANCH ADMINISTRATION SEMINAR

Sydney Town Hall
Monday 23 May 2015

Time	Centennial Hall	Breakout 1 Lower Town Hall	Breakout 2 Lower Town Hall	The Vault Lower Town Hall
9.00am – 9.30am	Welcome Glenn Kolomeitz RSL NSW CEO			
9.45am – 10.30am	Congress Information/ Affiliate Membership Jeff O'Brien Operations Manager	Social Media and Engaging with the Veteran Community Kat Gatfield Marketing Manager	Media Training John Gatfield RSL NSW Media advisor & Editor of <i>Reveille</i>	Fundraising Cecelia Palmer Appeals Manager
10.40am – 11.20am	Corporate Governance John Boyle Business Services Manager	Social Media and Engaging with the Veteran Community Kat Gatfield Marketing Manager	Media Training John Gatfield RSL NSW Media advisor & Editor of <i>Reveille</i>	Fundraising Cecelia Palmer Appeals Manager
11.30am – 12.10pm	DefenceCare Robyn Collins General Manager	Social Media and Engaging with the Veteran Community Kat Gatfield Marketing Manager	Media Training John Gatfield RSL NSW Media advisor & Editor of <i>Reveille</i>	Fundraising Cecelia Palmer Appeals Manager

LUNCH 12.10pm to 1.30pm

Time	Centennial Hall	Treasury
1.30pm – 2.30pm	State Branch Forum Q&A forum with John Boyle, Jeff O'Brien, Robyn Collins, Kat Gatfield and Cecelia Palmer	District Council Presidents meeting. Note the Treasury is located on the left before you enter
2.30pm – 3.00pm	Congress Venue 2017-2019 Info Jeff O'Brien and John Boyle	as above
3.00pm – 3.30pm	Concluding remarks Rod White State President and Glenn Kolomeitz CEO	