



RSL
NSW

**Step by Step Guide on how to register for the
RSL NSW State Congress and Annual General Meeting 2022**

NEX, Newcastle Exhibition and Convention Centre (309 King Street Newcastle West)
Monday 30 October and Tuesday 1 November 2022

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Sub-branches must comply with Clause 15.39 of the RSL NSW Constitution in order for a delegate and alternate delegate attend Congress and vote in the AGM. This means all sub-Branches must have submitted their SBAs and paid any outstanding invoices to RSL NSW, noting outstanding fees include capitation fees from 2021 and diary orders.

Please note, you can make changes to your registration after the form has been submitted. Changes may include going from in-person to virtual (online) attendance, can no longer attend Beat the Retreat, change of choice of recreation activity etc.

Should there be any issues with your registration a team member from ANZAC House will be in touch.

If you require further guidance during the registration process or need to change your registration, please contact ANZAC House at support@rslnsw.org.au or on 1300 679 775.

Key points

- The deadline to register to attend the Congress and AGM is **Friday 7 October 2022**
- ANZAC House is using the registration process as an opportunity to collect important information about every sub-Branch. The information will be used to update the RSL NSW website and to inform the Membership Team. The Honorary Secretary must complete the registration form in its entirety.
- There are three types of registration
 1. Delegate and alternate delegate in person attendance
 2. Delegate and alternate delegate virtually (online) attendance
 3. Nominate a proxy to attend in person or virtually (online)
- A registration form must be completed for **ALL** in person or virtual (online) delegates and alternate delegate attendance.
- When providing details for the delegate and alternate delegate please ensure their personal email address and mobile phone number is provided.
- Only sub-Branches that are compliant with the constitution (clause 15.39) are eligible to nominate **ONE** delegate and **ONE** alternate.
- District Councils can nominate **ONE** non-voting delegate and **ONE** non-voting alternate.
- Each delegate and alternate must be a financial (active) Service Member, Life Member or Life Subscriber of RSL NSW, and must have been nominated and elected to attend Congress at a sub-Branch or District Council meeting.
- If the nominated Delegate for your sub-Branch cannot attend Congress, either in person or virtually, please refer to the information on the [page 5](#) for how to register a proxy.
- There is no allowance for observers to attend in person, a livestream will be available.

Step-by-step process for registering to attend in person

1. [Click here](#) to register your sub-Branch delegate and alternate delegate

[Click here](#) to register your District Council non-voting delegate and non-voting alternate delegate

2. **Enter ALL REQUIRED DETAILS for your sub-Branch which include:**

Street Address

Best contact person for general enquiries

Best contact phone number general enquiries

Meeting date

Meeting location

Meeting location address

Advise if your sub-Branch has an auxiliary

Advise if your sub-branch accepts affiliate members

Confirm that current members have been updated in the sub-Branch portal

Confirmation you have submitted your SBAs and paid outstanding invoices to RSL NSW

Select next

Please ensure you enter the correct information for each question relating to your sub-Branch. The details that are provided will be used to update the RSL NSW website so that veterans and families in your community can find services in your area.

[This information does not apply to District Councils.](#)

3. **Select in person attendance**

Click next

4. **Enter the following information for your delegate and alternate delegate:**

Full name

Member number

Phone number

Personal email address

Any dietary requirements

Emergency contact name and number

Click next

If you do not have an alternate delegate please leave this section blank and click next.

5. Please complete these questions for your delegate and alternate delegate

Attendance at Beat the Retreat including if transport between NEX and Fort Scratchley is required on Sunday 30 October

Attendance at Sport and Recreation Program Showcase including one choice of lawn bowls, trivia or walking football on Monday 31 October

Click next

If you do not have an alternate delegate please select No and Not Applicable on these questions.

6. Should the sub-Branch or delegate have a question for ANZAC House Leadership Team please type the question in the area provided

7. Click Submit

8. A message will appear as confirmation that your registration has been submitted successfully. The message will include contact details for assistance with changes to your registration.

Step-by-step process for registering to attend virtually (online)

1. [Click here](#) to register your sub-Branch delegate and alternate delegate

[Click here](#) to register your District Council non-voting delegate and non-voting alternate delegate

2. **Enter ALL REQUIRED DETAILS for your sub-Branch**

Street Address

Best contact person for general enquiries

Best contact phone number general enquiries

Meeting date

Meeting location

Meeting location address

Advise if your sub-Branch has an auxiliary

Advise if your sub-branch accepts affiliate members

Confirm that current members have been updated in the sub-Branch portal

Confirmation you have submitted your SBAs and paid outstanding invoices to RSL NSW

Select next

Please ensure you enter the correct information for each question relating to your sub-Branch. The details that are provided will be used to update the RSL NSW website so that veterans and families in your community can find services in your area.

[This information does not apply to District Councils.](#)

3. **Select virtual (online) attendance**

Click next

4. **Enter the following information for your delegate and alternate delegate:**

Full name, member number, mobile number, personal email address

Select next

If you do not have an alternate delegate please leave that section blank.

5. **Should the sub-Branch or delegate have a question for ANZAC House Leadership Team** please type the question in the area provided

6. **Click Submit**

7. A message will appear as confirmation that your registration has been submitted successfully. The message will include contact details for assistance with changes to your registration.

Information on nominating a proxy

sub-Branch Delegates who cannot attend the Annual State Congress and Annual General Meeting, either in person or virtually (online) (held at NEX, Newcastle on 31 October and 1 November 2022) may appoint the Chair, a Director or their sub-Branch District Council Delegate as a proxy to vote on their behalf in accordance with clause 15.52 and Appendix C of the RSL NSW Constitution.

Members are reminded that the definition of “District Council Delegate” is the representative elected or appointed by each sub-Branch to represent the sub-Branch on the District Council. **District Council Delegates must be Service Members attached to the nominating sub-Branch.**

To appoint your proxy, please download the proxy form found on the [Congress](#) page of Members’ Suite on the RSL NSW website.

Proxy forms must be submitted in writing by email or post to the Returning Officer and must be received by 5pm on 24 October 2022, being five business days before the Annual General Meeting. Email is the preferred method for the form to be received at ANZAC House. If sending by post, please ensure you allow time for the form to reach ANZAC House on time.

Attention: Returning Officer

Email: support@rslnsw.org.au

Post: RSL NSW - ANZAC House
Suite 11.02, Level 11, 175 Pitt Street
Sydney NSW 2000

Once the proxy form has been received by the Returning Officer, a team member from ANZAC House will confirm acceptance with the delegate and their proxy.

If you require further assistance with your proxy form, please contact ANZAC House at support@rslnsw.org.au or on 1300 679 775.