



 State President

STATE CORRESPONDANCE

Policy Statement

To ensure all correspondence, reports, articles, bulletins etc received by The Association are distributed in a timely manner according to the Rules and By-Laws of The Association.

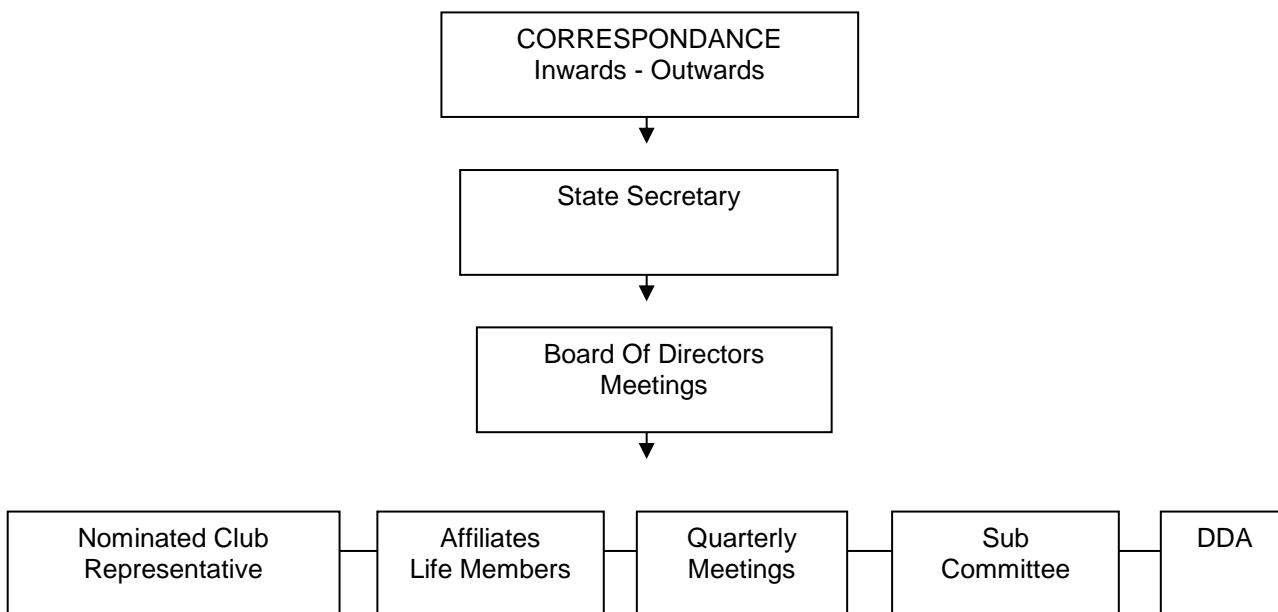
Guiding principles

All correspondence is sent to the State Secretary.

It is the responsibility of the State Secretary to distribute information received to relevant Board Members, Sub Committee Members, Individual Members and any other relevant parties.

A record is kept of all incoming and outgoing correspondence, and will be reported at Board Meetings, Quarterly Meetings and the Annual General Meeting.

Procedure



Reference

Constitution & By Laws – DrillDance Queensland Incorporated
Constitution & By Laws – DrillDance Australia

Contact

State Secretary

Developed: October 2004

Reviewed: June 2007, June 2008, June 2013, June 2015, Dec 2017