



Riding for the Disabled Association (NSW)

Change of Centre Office Bearers

These two forms have been developed to ensure that RDA (NSW) has the most up to date information for each Centre and individuals undertaking a role on behalf of the Association.

The first form (A) is for Centre committees and the second (B) for individuals to complete. The details are used to maintain the RDA (NSW) directory and website. They are to be returned to the State Office on completion. The form is in the Member's area of the website and may then be completed and sent electronically. Advising State Office ensures all contact details are current and correct.

The RDA (NSW) directory lists the name, phone, fax and e-mail details of Centre Presidents and Secretaries and the Centre's address and opening hours. Please indicate if you do **not** want any of these details listed.

Individuals listed in the directory include State Councilors, Directors, Board appointees, Regional Representatives and State Committee members. Please indicate if you do **not** wish these details to be listed. If no indication is given, your name, address, phone, fax and e-mail details will be listed.

Please note the RDA (NSW) directory is only available to those persons involved with the Association. It is not a public document. It will be listed in the member's area of the RDA (NSW) website.

All personal e-mail addresses have been removed from the website. The e-mail address you list in the *Information for website* section will be placed onto the website for public access. If you leave this space blank, the RDA (NSW) e-mail address will appear as the e-mail contact for the public to access. E-mails will then be forwarded after being checked at State Office.

Choosing your preferred method of receiving documents – we want to be able to get information to you more quickly! Remember e-mail is the quickest method.

Communiqués from RDA (NSW)

Will be sent via e-mail from time to time. To ensure that you know that these e-mails are valid and should be safe to open they will appear with the following subject heading – **RDA (NSW) Communiqué RDA (NSW)**.

Virus warnings from RDA (NSW)

Will be sent by the Communications Officer via e-mail from time to time. To ensure that you know that these e-mails are valid and should be safe to open they will appear with the following subject heading – **RDA (NSW) Virus Warning RDA (NSW)**.

Should you have any doubt about such messages please contact the State Office or the Communications Officer – admin@rdansw.org.au.

A: CENTRES

Name of Centre:

Address:

Street: **Suburb:** **Post Code:**

Postal (if different): **Suburb:** **Post Code:**

Phone: **Fax:**

Centre E-mail:

Centre ABN:

Months of operation:

Day(s) of operation:

Hours of operation:

Do you have (please circle):

- A hoist – Y / N
- Mounting blocks – Y / N
- Steps – Y / N
- Other. Please specify

Centre Office Administrator (if applicable):

Centre Website Address (if applicable):

Office Bearer	Name	Phone	Fax	Email
President				
Secretary				
Treasurer				

Information for the website

Contact name: **Phone:**

Fax: **Email:**

State Office mail-out (please circle one only):

Post to: Centre President Secretary Treasurer

Email to: Centre President Secretary Treasurer

Name of person completing the form:

Position:

Signature: **Date:**/...../.....

B: INDIVIDUALS

Please circle:

State Councilor Director Board appointee Regional Representative
State Committee member Other

Name:

Address:

Street: **Post Code:**

Postal (if different): **Post Code:**

Phone:

(H): **(W):** **(F):**

Email:

How do you prefer to receive correspondence (please circle one only)?

Post to Home street Post to Postal Email

Signature: **Date:**/...../.....