



# Amendment to BMC Mid-Term Membership Management Procedure

*This amendment wholly replaces the content of 'Membership Vacancy' on page 15 of the 'Guidelines for State Bushfire Coordination Committee and Bushfire Management Committees' (2018), and will be considered an attachment to the Guidelines.*

<b>Date Updated:</b>	30/11/2021
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<b>Parent Document Name:</b>	Guidelines for State Bushfire Coordination Committee and Bushfire Management Committees (2018)
<b>Section(s) being rescinded:</b>	BMC Membership Information (part); and BMC Membership Changes (part)

**Authorised by:** Chairman, State Bushfire Coordination Committee

Name	Signature	Date
Mr Mark Jones QFSM		30 / 11 / 2021



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## Introduction

### Why do we have this procedure?

The State Bushfire Coordination Committee (SBCC) is established under s.71 of the [Fire and Emergency Services Act 2005 \(SA\)](#) (the '*FES Act*'), and has established bushfire management committees (BMCs) under s.72A for each gazetted bushfire management area (BMA). These BMAs are established by the Governor on the recommendation of the SBCC – see [Fire and Emergency Services \(Bushfire Management Areas\) Proclamation 2012](#) – and may be varied by the Governor by subsequent proclamation, again on the recommendation of the SBCC.

Currently, under s.72A of the *FES Act*, members of BMCs are appointed for a term determined by the SBCC on conditions approved by the Minister, and the office of a member becomes vacant only if the member dies; completes a term of office and is not reappointed; resigns by written notice to the SBCC; or is removed from office for reasonable cause by the SBCC.

Section 71E of the *FES Act* stipulates that the SBCC must provide an annual report to the Minister on the activities of the SBCC and each BMC. This report includes information about membership and attendance. Additionally, we are required to provide annual details of SBCC and BMC membership and remuneration to Parliament through the Boards and Committees Information System (BCIS) maintained by the Department of the Premier and Cabinet, as well as to the Department of Treasury and Finance.

These procedures have been developed to facilitate to support meeting these statutory and reporting requirements.

### How is this procedure used?

This document provides a detailed step-by-step guide, using screenshots and detailed explanations to support understanding of the procedure and steps involved.

Once the process becomes more familiar, a reference with less detail may be preferred. A summary version of this procedure has also been provided (Objective ID A1595343), and flowcharts (Objective ID A1595346) and checklists are included to assist you complete all required steps.

Further support to understand and implement these procedures is available from the SBCC Secretariat if required ([CFS.SBCC@sa.gov.au](mailto:CFS.SBCC@sa.gov.au)).

Prompts to undertake actions are included throughout this procedure, as outlined below:



### Submission Alerts:



#### SUBMISSION ALERT: FILL AND SUBMIT FORM TO SBCC SECRETARIAT

Given the shared administrative responsibility of BMCs and the need for the SBCC to report to the Minister on the activities of the BMCs, clear and consistent communication between BMC Executive Officers and the SBCC Secretariat is imperative. For this reason, clear processes and responsibilities have been established for mid-term membership changes.

Forms and templates have been developed to ensure consistency of this communication across the 9 BMCs. The above alert will be seen where this procedure requires the preparation and/or submission of forms.

### Records Management Alerts:



#### RECORDS MANAGEMENT ALERT: SAVE TO OBJECTIVE

The emergency services sector (ESS) has a legislative obligation under the [State Records Act 1997](#) to create, capture, retain and manage documents and records, and compliance with the [SAFECOM Records Management Policy 2017](#) (Objective document A804391; or can be found on the ESS intranet) will enable the ESS to meet its records management obligations.

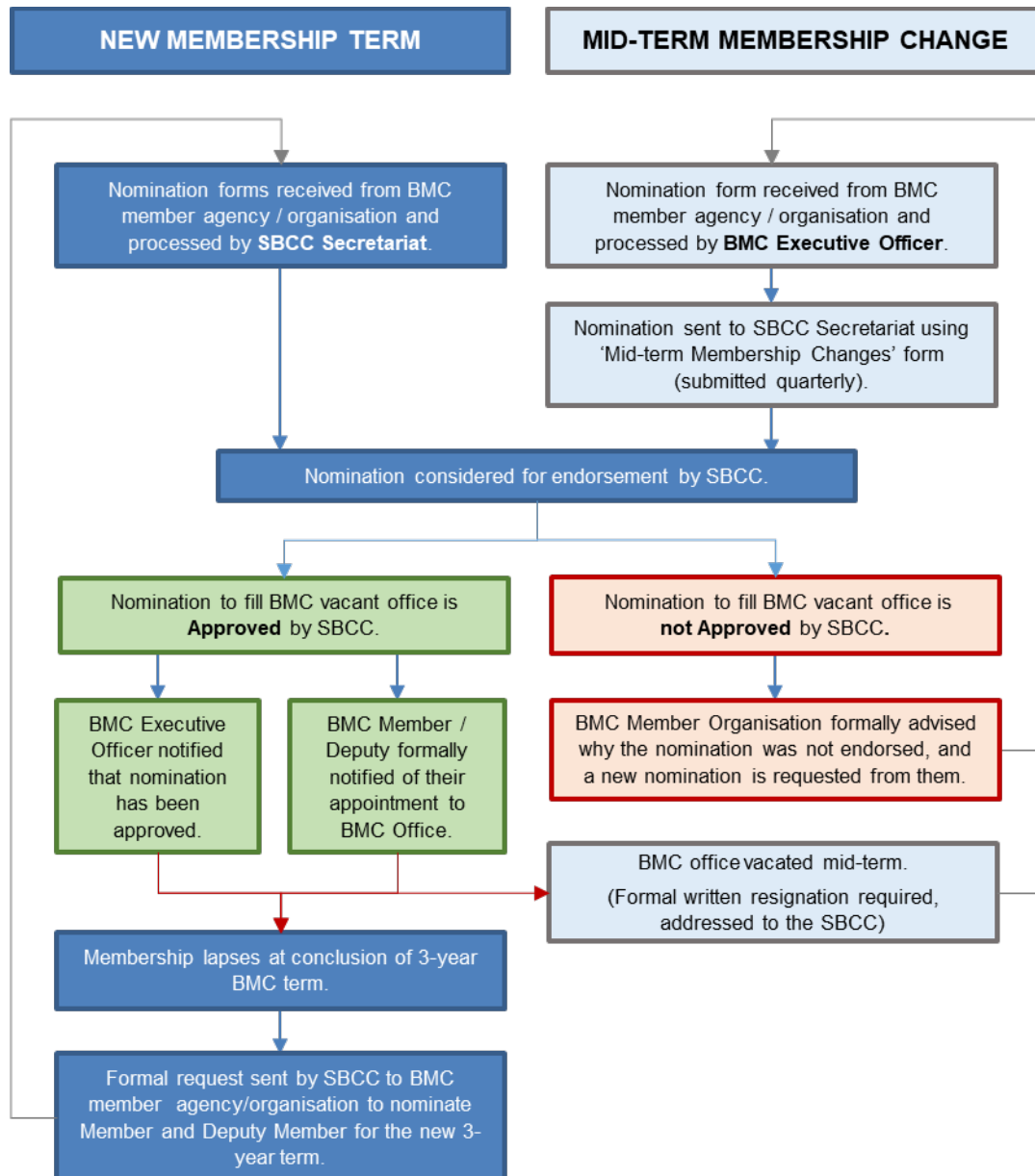
All documents and records created, received, retained or managed by the ESS in the conduct of its business activities must be captured and kept appropriately.

Throughout the procedure the above alert is found, which highlights points at which an item needs to be saved to Objective.



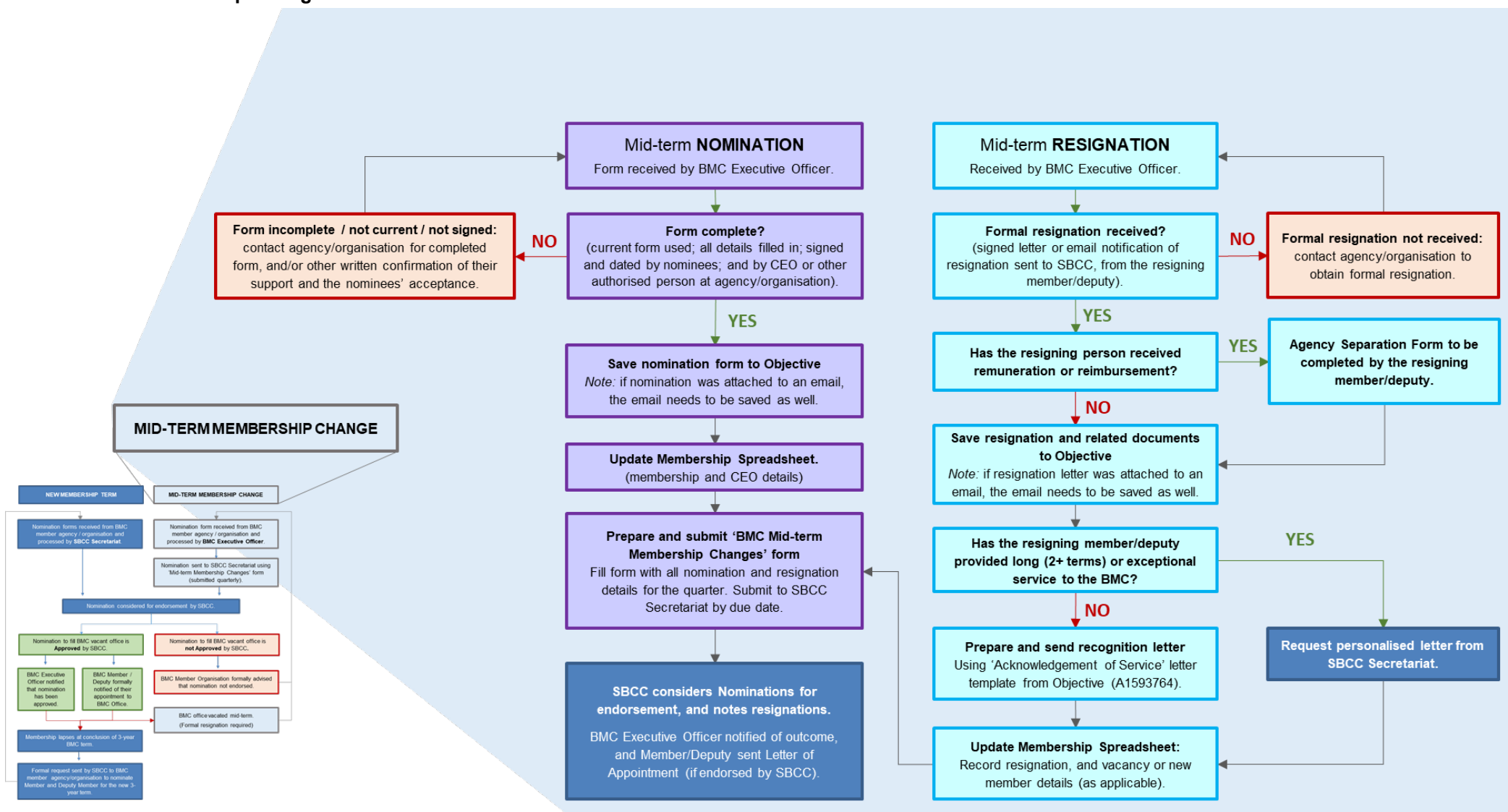


## Membership Flowchart





## Mid-term Membership Change flowchart







## BMC Membership Management Responsibilities

### **IMPORTANT NOTES:**

- \* All nominations, including mid-term nominations, must be endorsed by the SBCC before members and deputies can vote at BMC meetings. They may attend as guest observers when they are not endorsed.
- \* Formal written resignations directed to the Chair of the SBCC (as the SBCC is the appointing authority) are required to process any mid-term resignations, in order to comply with reporting obligations. Resignation letters or emails need to be saved to Objective.
- \* Throughout this document, when referring to locations on Objective, 'xx BMC' refers to each individual BMC – e.g., AMLR BMC, Outback BMC, etc.

### **1 BMC Executive Officer (XOs) Responsibilities**

The following lists set out the responsibilities of BMC Executive Officers in the membership management process.

#### **1.1 Nominations and Resignations:**

- Receive and process mid-term nominations and resignations.
- Collate mid-term nominations and resignations, and submit a summary to the SBCC for endorsement:
  - To be submitted approximately quarterly, with dates set by the SBCC;
    - Meeting requests will be sent by the SBCC Secretariat to BMC XOs with the due dates for these, in order to provide a reminder.
  - To be submitted using the 'BMC Mid-term Membership Changes' form provided by SBCC Secretariat (Objective location: xx BMC - Administration / xx BMC - Forms and Templates).

#### **1.2 Maintain an Overview of Membership Changes:**

- Maintain an up-to-date record of mid-term BMC membership changes, including resignations, nominations, and any other changes. The membership management spreadsheet provided by SBCC Secretariat ('xx BMC - 2021-24 term - Membership and Attendance') can be used for this; or your own processes.

#### **1.3 Recognition of Service:**

- Prepare (from template) and send routine thank-you letters when members/deputy members resign.
  - In cases where personalised thank-you letters are required – long (2+ terms) or exceptional service – forward requests on to the SBCC Secretariat.

#### **1.4 Records Management / Objective:**

- File nomination forms, resignations, thank-you letters, and related letters or emails, in the relevant folders in Objective using appropriate and consistent naming conventions. See [Appendix 1](#) for guides.
- Ensure that templates and forms used are obtained from Objective, so that they are current.
- Seek assistance and advice from the SBCC Secretariat if support with records management is required.



## **2 SBCC Secretariat Responsibilities**

The following lists set out the responsibilities of BMC Executive Officers in the membership management process.

### **2.1 Nominations and Resignations:**

- Manage the new term BMC Membership process (every 3 years).
- Forward any mid-term BMC nominations received (for example, any sent to the central mailbox – [CFS.BMCMembership@eso.sa.gov.au](mailto:CFS.BMCMembership@eso.sa.gov.au)) to the appropriate XO.
- Set dates for 'BMC Mid-term Membership Changes' forms to be submitted; and provide meeting requests / reminders to BMC XOs for these dates.
- Receive 'BMC Mid-term Membership Changes' forms (nominations and resignations) from BMC XOs.
- Coordinate the SBCC endorsement process.

### **2.2 Maintain an Overview of Membership Changes:**

- Maintain a central database of BMC membership and changes, using information provided on 'BMC Mid-term Membership Changes' forms submitted by BMC XOs.

### **2.3 Communications:**

- Communicate critical information to BMC XOs, for example:
  - Details of when and which new members and deputy members the SBCC has endorsed;
  - Updates from SBCC Meetings.

### **2.4 Recognition of Service:**

- Prepare and send Letters of Appointment (issued by the SBCC Chair) to newly endorsed members/deputy members.
- Prepare and send personalised thank-you letters for resigning members / deputy members when requested by BMC XOs.

### **2.5 Records Management / Objective**

- Maintain the general BMC Administration folder on Objective, ensure that all general BMC records are uploaded to relevant locations using appropriate file naming conventions, and ensure that templates and forms are current.
- Provide assistance and training to XOs and regional administration officers to support good records management practices.

## **3 Mid-term Nomination Process**

When a mid-term nomination is received (either directly to the XO from the organisation or Member/Deputy; or forwarded on to you from the SBCC Secretariat), follow the instructions below to ensure that you complete all steps.

### **3.1 Check nomination form:**

- Ensure that form is complete:
  - all details filled in;
  - signed and dated by Member and/or Deputy;
  - signed and dated by CEO or another authorised person at the agency/organisation.



- If all required sections of form are not completed, you will need to contact the agency/organisation to obtain a completed form, or other written confirmation (see examples in the 'Note' above) of their support and the nominees' acceptance.

***NOTE:*** SBCC Secretariat needs written confirmation that the nomination has been accepted by the nominee; and that it is authorised and supported by the nominating agency/organisation. **The easiest way to meet this requirement is by ensuring all necessary sections on the nomination form are filled out.**

*However, alternate forms of written confirmation are also accepted, such as copies of minutes or election records which include endorsements (specifying the term of the endorsement), or emails stating support for the nomination from an authorised person within the agency/organisation.*

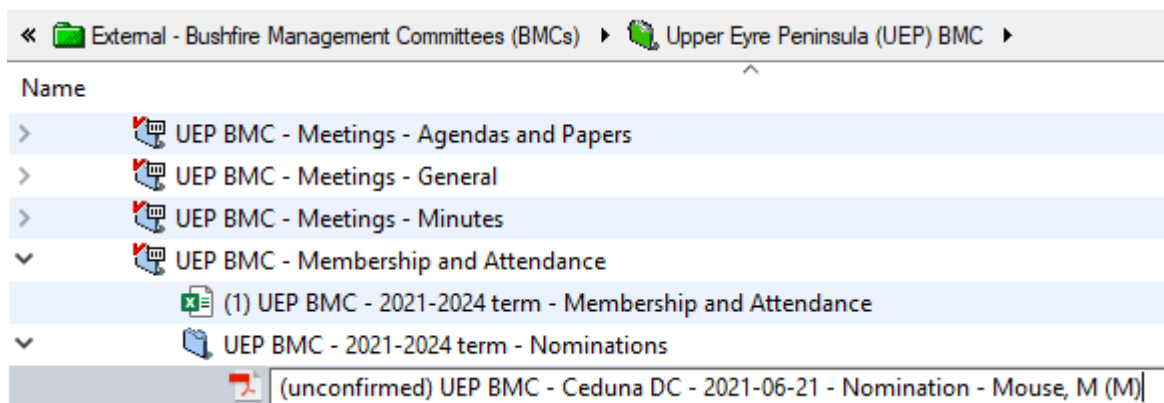
### 3.2 Save nomination form:



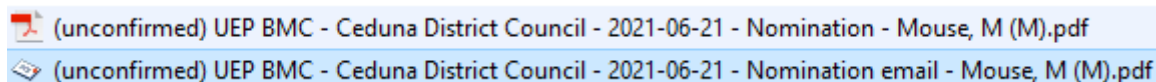
#### RECORDS MANAGEMENT ALERT: SAVE TO OBJECTIVE

- Save the nomination form to the relevant folder in Objective, using appropriate and consistent naming conventions (see [Appendix 1](#) for **folder locations** and **naming conventions** tables):
  - Objective location:
  - Naming convention:
    - (unconfirmed) [BMC name] BMC - [agency/organisation] - [date of nomination in **yyyy-mm-dd** format] - Nomination - [surname, first initial] (M for Member, or D for Deputy) – see sample below:

*(unconfirmed) UEP BMC - Ceduna DC - 2021-06-21 - Nomination - Mouse, M (M)*



***NOTE:*** if a nomination form was sent attached to an email, save the email to Objective as well. These can be saved to the same location, but instead of the notation 'Nomination' you can annotate it 'Nomination email'. For example, if you had received a resignation letter for M Mouse attached to an email, you would save both files in the 'Nominations – awaiting endorsement' folder as follows:





### 3.3 Update spreadsheet (membership details):

- In the 'Membership' tab of the '2021-24 term – Membership and Attendance' spreadsheet (shown below) provided by SBCC Secretariat, you need to enter the following information:
  - enter the **date** of the nomination into Column **B**, and the **Objective ID** of the nomination form in Column **C**:

	A	B	C	D	E
1	THESE COLUMNS CAN BE EDITED.			THESE COLUMNS CANNOT BE EDITED.	
2	Date of SBCC approval	Date nomination	Objective ID (nomination form)	BMC Area	Organisation
3		4/05/2021	A1111111	UEP	Ceduna District Council

- enter the details from the form in Columns **G-Q**:

	F	G	H	I	J	K	L
	ARE LOCKED - CANNOT BE EDITED	THESE COLUMNS CAN BE EDITED.					
		RESIGNATIONS: If a resignation is received, first copy and paste their details (column A) into column G.					
	MEMBER / DEPUTY	First Name	Surname	Eligible for remuneration (sitting)	Member Job title	Business Address	Postal Address
	MEMBER	Mickey	Mouse	No	Manager Governance	44 O'Loughlin Tce Ceduna SA 5690	PO Box 175

**NOTE:**

- As some cells are locked, you cannot 'Tab' between cells. However, if you highlight all the cells you want to update, you can then press 'Enter' to move to the next cell.

### 3.4 Update spreadsheet (CEO details):

- Using the worksheet tabs at the bottom of the Excel spreadsheet, change to the 'CEOs etc' worksheet.
- Check the CEO details from the nomination form against the CEO details in the 'CEOs etc' tab in the BMC Membership spreadsheet. Update details if required.

### 3.5 Prepare nomination details to send to SBCC for endorsement:



**SUBMISSION ALERT: PREPARE FORM FOR LATER SUBMISSION**

- Add details to the 'BMC Mid-term Membership Changes' form, in preparation to send collated nominations to the SBCC for endorsement by the due date:

**NOTE:** If you already have a form in progress for other resignations or nominations, continue with that form.





- For any mid-term nominations received, fill in ALL the fields.
- The easiest way to do this is to copy and paste from the '2021-24 term – Membership and Attendance' spreadsheet:
  - Open the 'Membership' worksheet of the spreadsheet;
  - For the nominated member/deputy, select the cells in Columns **B to J**, and copy (Ctrl + C).

B	C	D	E	F	G	H	I	J
COLUMNS CAN BE EDITED.		THESE COLUMNS ARE LOCKED - CANNOT BE EDITED			RESIGNATIONS: If a resignation is received, first copy			
Date nominat	Objective ID (nomination form)	BMC Area	Organisation	MEMBER / DEPUTY	First Name	Surname	Eligible for remuneration (sitting)	Member Job title
19/05/2021	A1535483	AMLR	Adelaide Hills Council	MEMBER	Mickey	Mouse	No	Fire Prevention Officer

- In the 'Membership Changes' form, highlight all the cells that you want to paste into (click under 'Nomination Date' and drag across to 'Member Job Title?' to select), and then paste the details (Ctrl + V).

**NOMINATIONS RECEIVED:**  
(for endorsement by the SBCC)

	Nomination Date	Objective ID (Nomination Form)	BMC Area	Organisation	Member or Deputy?	First Name	Surname	Eligible for remuneration?	Member Job Title
1.									

- Repeat these steps as necessary for any further nominations.
- Send to SBCC Secretariat before each SBCC meeting (due dates will be advised).
 

**NOTE:** If there are issues with achieving quorum in a BMC due to nominations awaiting endorsement, liaise with SBCC Secretariat.

### 3.7 (Information Only) SBCC Secretariat will coordinate endorsement by SBCC:

- The SBCC Secretariat will coordinate the endorsement process.
- Once endorsed, the SBCC Secretariat will notify XOs and update the 'Date of SBCC Endorsement' for the relevant Members/Deputies in the column in the 'Membership' tab of the '2021-24 term – Membership and Attendance' spreadsheet.

**NOTE:** If using your own membership management processes (e.g., on a separate spreadsheet), please liaise with the SBCC Secretariat regarding how this step will be managed.



## 4 Mid-term Resignation Process

It is a requirement of the *FES Act* that resignations are addressed to the SBCC. Consequently, resignations need to be sent to the SBCC Secretariat, and will be forwarded on to BMC XO's for processing.

If this has not happened, contact the resigning member/deputy to obtain this. The member agency/organisation can send through notification of this if the Member/Deputy cannot be contacted.



### 4.1 Save the resignation letter and/or email:



#### RECORDS MANAGEMENT ALERT: SAVE TO OBJECTIVE

- Save to the relevant folder in Objective, using appropriate file naming conventions (see [Appendix 1](#) for **folder locations** and **naming conventions** tables):
  - [relevant BMC folder] > xx BMC - Membership and Attendance > xx BMC - 2021-24 term - Resignations
  - Naming Convention:
    - [BMC name] BMC - [agency/organisation] - [date of resignation in yyyy-mm-dd format] - Resignation - [surname, first initial] (M for Member, or D for Deputy)
    - UEP BMC - Ceduna District Council - 2021-06-21 - Resignation - Mouse, M (M)
  - Note the Objective ID of the letter to enter into the 'BMC Mid-term Membership Changes' form.

**NOTE:** if a resignation letter was sent attached to an email, you need to save the email to Objective as well. These can be saved to the same location, but instead of the notation 'Resignation' you can notate it 'Resignation email'. For example, if you had received a resignation letter for M Mouse attached to an email, you would save both files in the 'Resignations received' folder as follows:

	Id
 UEP BMC - Ceduna District Council - 2021-06-21 - Resignation - Mouse, M (M)	A1618686
 UEP BMC - Ceduna District Council - 2021-06-21 - Resignation email - Mouse, M (M)	A1618688

### 4.2 Agency Separation Form (members/deputies who have claimed sitting fees):



#### SUBMISSION ALERT: FILL AND SUBMIT FORM TO SBCC SECRETARIAT

- If the member or deputy member resigning was eligible for sitting fees, and has been claiming them, they also need to complete an 'Agency Separation Form' so that they are removed from the South Australian Government payroll. Form located at <http://cms.esau.sa.gov.au/public/download/?id=91199>.

**NOTE:** if a personalised acknowledgement letter from the Chair of the SBCC is required for the resigning Member/Deputy, due to long (2+ terms) or exceptional service to the BMC, this needs to be requested from the SBCC Secretariat, either using the 'BMC Mid-term Membership Changes' form, or by emailing [CFS.SBCC@sa.gov.au](mailto:CFS.SBCC@sa.gov.au).

- Open the '2021-2024 – Mid-term Acknowledgement of Service Letter' template (Objective location: xx BMC - Administration / xx BMC - Forms and Templates).
- Ensure name, address, date, and greeting sections are updated with the resigning member/deputy member's details.
- Print and send letter.






## RECORDS MANAGEMENT ALERT: SAVE TO OBJECTIVE

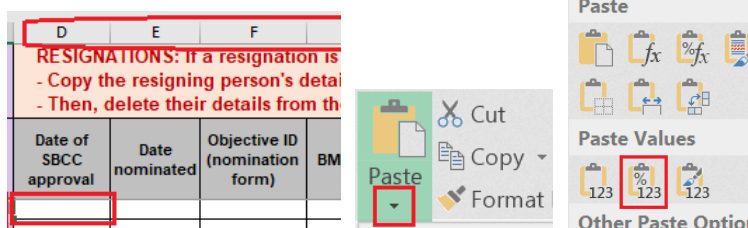
- Save letter into Objective. See [Appendix 1](#) for **folder locations and naming conventions tables**.
  - Recommended location:
  - **Naming convention:** xx BMC - Resignation - Thank-you letter - *letter date yyyy-mm-dd - Agency/Organisation - Surname, First initial (M or D)*
  - Note the Objective ID of the letter to enter into the 'BMC Mid-term Membership Changes' form.

### 4.4 Record the resignation on the membership spreadsheet:

- Enter the resigning member/deputy member's details into the '2021-24 term – Membership and Attendance' spreadsheet provided.
- The easiest way to do this is to copy and paste from the 'Membership' worksheet to the 'Resignations' worksheet, following the steps below (this will save re-typing their details):
  - In the 'Membership' worksheet, find the member or deputy who is resigning, and copy their details.
    - In the example below, if the Member for Ceduna District Council (Mickey Mouse) has resigned, select cells A3 to Q3, and copy them (Ctrl + C).

	A	B	C	D	E	F	G	H	I	J	K	L
1	THESE COLUMNS CAN BE EDITED.			THESE COLUMNS ARE LOCKED - CANNOT BE EDITED			THESE COLUMNS ARE LOCKED - CANNOT BE EDITED					
2	Date of SBCC approval	Date nominated	Objective ID (nomination form)	BMC Area	Organisation	MEMBER / DEPUTY	First Name	Surname	Eligible for remuneration (if sitting)	Member Job title	Business Address	Postal Address
3	7/07/2021	4/05/2021	A1111111	UEP	Ceduna District Council	MEMBER	Mickey	Mouse	No	Manager Governance	44 O'Loughlin Tce Ceduna SA 5690	PO Box 175

- Click into the next blank cell in Column D, and paste the member/deputy's details using 'paste values and number formatting' (click the arrow under 'Paste', and click the  icon):



- Enter the mid-term resignation date in Column A; the Objective ID of the Resignation Letter/Email in Column B, and note whether an Agency Separation Form has been submitted in Column C.

	A	B	C
1	THESE FIELDS MUST BE FILLED OUT		
2	Mid-term resignation date:	Objective ID - Resignation Letter/Email	Agency separation form submitted? (if remunerated member)
3			
4			



#### 4.5 Update spreadsheet (membership/vacancy details):

- Record the new member/deputy details (or vacancy) into the worksheet, by following the steps below:
  - Using the tabs down the bottom of Excel, return to the 'Membership' tab.
  - Delete the data from the relevant row (in this example, we will delete the data from the Member for Ceduna District Council. Since some columns are locked, you will need to delete the data in Columns **A to C**, and then Columns **G to Q**, separately.

	A	B	C	D	E	F	G	H	I	J
1	THESE COLUMNS CAN BE EDITED.			THESE COLUMNS ARE LOCKED - CANNOT BE EDITED			RESIGNATIONS: If a resignation is received, first copy and paste t			
2	Date of SBCC approval	Date nominat	Objective ID (nomination form)	BMC Area	Organisation	MEMBER / DEPUTY	First Name	Surname	Eligible for remuneration (sitting)	Member Job title
3				UEP	Ceduna District Council	MEMBER	VACANT	VACANT		

- Enter 'VACANT' under the Columns **G** (First Name) and **H** (Surname). As conditional formatting has been used, these cells will highlight yellow automatically when this text is entered.
- If a new nomination has been received:
  - Follow the instructions above to enter the details of the new nomination.

#### 4.6 Prepare to send the resignation to SBCC Secretariat:



**SUBMISSION ALERT: PREPARE FORM FOR LATER SUBMISSION**

- Add details of resignation to 'BMC Mid-term Membership Changes' form, in preparation to send to the SBCC Secretariat by the due date:

**NOTE:** If you already have a form in progress for other resignations or nominations, continue with that form instead.

- For any mid-term resignations received, fill in ALL the fields.
- The easiest way to do this is to copy and paste from the 'Resignations' worksheet of the '2021-24 term – Membership and Attendance' spreadsheet:

##### Part 1:

- Select the cells in Columns **G to K**, for the resigning member, and copy (Ctrl + C).

	G	H	I	J	K
	on is received, enter the mid-term resignation date, upload the Resignation Le details from the 'Membership' tab (column A to column R), and paste into the om the 'Membership' tab, and note that the position is 'VACANT'.				
BMC Area	Organisation	MEMBER / DEPUTY	First Name	Surname	
UEP	Ceduna District Council	MEMBER	Mickey	Mouse	



- In the 'Membership Changes' form, highlight all the cells that you want to paste into (click under 'BMC Area' and drag across to 'Surname' to select), then paste the details (Ctrl + V).

#### RESIGNATIONS RECEIVED:

	BMC Area	Organisation	Member/Deputy	First Name	Surname
1.					

#### Part 2:

	A	B	C
1	THESE FIELDS MUST BE FILLED OUT		
2	Mid-term resignation date:	Objective ID - Resignation Letter/Email	Agency separation form submitted? (if remunerated member)
3	1/01/2021	A11111111	N/A

- In the 'Membership Changes' form, highlight all the cells that you want to paste into (click under 'Resignation Date' and drag across to 'Agency Separation form' to select), then paste the details (Ctrl + V).
  - If requesting a personalised acknowledgement letter be sent from the Chair of the SBCC, due to long (2+ terms) or exceptional service to the BMC, note this and the reasons here. Ensure that enough detail is included so that the letter can be appropriately personalised.

Objective ID – Resignation Letter/Email	Agency Separation form submitted (if remunerated member)	Objective ID – Thank-you letter* <i>*enter Objective ID of letter, or detail reasons if requesting a long (2+ terms) or exceptional service letter from the SBCC Chair.</i>
A9876543	N/A	Long service – 2.5 terms
A1234567	YES	A1212121

- Repeat these steps as necessary for any further resignations.
- Send to SBCC Secretariat before each SBCC meeting (due dates will be advised).



## Appendix 1 – Folder Locations and Naming Conventions tables

### Objective Global Folder > 01. Corporate Direction > Boards, Committees and Meetings > External – Bushfire Management Committees (BMCs)

**NOTE:** In the tables below, 'xx BMC' refers to each individual BMC – e.g., AMLR BMC, Outback BMC, etc.

**Table 1. Nominations & Resignations folders, and Membership and Attendance spreadsheets**  
(Found in Objective folder **xx BMC - Membership and Attendance**)

BMC	Nominations folder Objective ID:	Resignations folder Objective ID:	Membership and Attendance Spreadsheets Objective ID:
AMLR	fA219284	fA220036	A1561230
FL	fA220054	fA220053	A1561299
FMNY	fA219283	fA219285	A1561334
KI	fA220071	fA220072	A1563490
LC	fA220075	fA220074	A1561376
LEP	fA220077	fA220078	A1561385
MM	fA220080	fA220081	A1561394
Outback	fA220083	fA220084	A1561408
UEP	fA218500	fA218532	A1561411

**Table 2. Forms and Templates**

BMC Mid-term Membership Changes Form	BMC Acknowledgement of Service Letter Template	Agency Separation Form
(Found in Objective folder – xx BMC – Forms and Templates)		
A1566669	A1593764	<a href="http://cms.esau.sa.gov.au/public/download/?id=91199">http://cms.esau.sa.gov.au/public/download/?id=91199</a>

**Table 3. Naming conventions**

Nomination forms	Resignations	Acknowledgement of Service letters
(unconfirmed) xx BMC - Agency/org - Nomination date <b>yyyy-mm-dd</b> - Nominations - Surname, First initial (M) & Surname, First initial (D)	(unconfirmed) xx BMC – Agency/org - Resignation date <b>yyyy-mm-dd</b> - Resignation - Surname, First initial (M <u>or</u> D)	xx BMC - Resignation – Acknowledgement of Service letter - letter date <b>yyyy-mm-dd</b> - Agency/Org - Surname, First initial (M <u>or</u> D)
e.g., (unconfirmed) UEP BMC - Ceduna District Council - 2021-06-21 - Nominations - Duck, D (M) & Mouse, M (D)	e.g., (unconfirmed) UEP BMC - Ceduna District Council - 2021-06- 21 - Resignation - Mouse, M (M)	e.g., UEP BMC - Resignation - Acknowledgement of Service letter – 2021-07-01 - Ceduna District Council - Mouse, M



## Appendix 2 – Checklists

# CHECKLISTS

### NOMINATIONS

Nomination form checked for completeness ☐

Nomination form saved to Objective ☐

Updated Membership and Attendance Spreadsheet with nomination details ☐

Checked (and updated if necessary) CEO details on Membership and Attendance Spreadsheet ☐

'BMC Mid-term Membership Changes' form prepared with nomination details ☐

### RESIGNATIONS

Formal resignation received ☐

*(if remunerated member)* Resigning member submitted Agency Separation Form ☐

Resignation & related documents saved to Objective ☐

Acknowledgement of Service letter sent (or personalised letter requested) ☐

Resignation recorded on 'Resignations' tab ☐

Updated Membership and Attendance Spreadsheet with vacancy or new member details ☐

'BMC Mid-term Membership Changes' form prepared with resignation details ☐