



MEMBERSHIP APPLICATION GUIDELINES

(Please keep for your information)

Membership is the formal means by which an organisation becomes accountable. By joining the local CVS voluntary organisations and individuals committed to 'charitable purposes for the benefit of the community' can 1) be empowered to speak with a stronger voice, 2) influence the way the organisation achieves its goals by standing for its committees, and 3) be consulted regularly on local issues that concern them. Members can also have access to the CVS support services and be encouraged to follow good practice in the conduct of their affairs.

An organisation applying for membership of CVST must be able to demonstrate that:-

1. it is a voluntary organisation (i.e. that its affairs are managed by and/or are ultimately accountable to a group of people for no pecuniary advantage) and accountable to an elected committee;
2. its aims and objectives are broadly charitable to the exclusion of private gain and its values, aims and objectives are consistent with those of the CVS;
3. it is conducted for the benefit of the public and is active in the community;
4. its activities principally benefit people in Tendring;
5. it is committed to supporting the principal of equal opportunity, consistent with CVST's Equal Opportunities Policy;
6. if linked to a particular religious group, church or faith community, its community activities are not primarily concerned with the propagation of a particular religion or faith;
7. If the group has money there should be a bank account in the groups name and financial records kept.
8. It has a code of Conduct and Conflicts on Interest for Management Committee Members.

Application procedure

All applications for membership must be made on the affiliation form. Applications from organisations should be accompanied by the following:

- a copy of the governing instrument (constitution, set of rules, terms of reference, trust deed or memorandum & articles of association) together with any details of any charity, company or other registration
- a copy of the last set of accounts or financial statements from groups who are **not** registered with the Charity Commission
- a copy of the last annual report (where applicable).
- A copy of "Code of Conduct for Trustees" CVST can supply a model upon request.

Organisations which do not have any or all the above documents (eg: because they have not been in existence for not very long) may still apply for membership and may be granted provisional associated membership, subject to the receipt of the above documents within 3 months of application.

Full membership provides discount rates on all CVST services, room hire, events, beach hut and also allows a group to vote at the CVST Annual General Meeting. Associate and friend membership provides weekly e-bulletins and invitations to events, networks and training

All applicants for membership are referred to the next meeting of the CVST Board.

**Criteria for affiliating to
COMMUNITY VOLUNTARY SERVICES TENDRING**

1. FULL AFFILIATION

An organisation applying for membership of CVST must be able to demonstrate that:

1. It is a voluntary organisation (i.e. that its affairs are managed by and/or are ultimately accountable to a group of people for no pecuniary advantage);
2. Its aims and objects are broadly charitable to the exclusion of private gain;
3. It is conducted for the benefit of the public and is active in the community;
4. Its activities benefit people in or around the Tendring district and environ.
5. It is committed to supporting the principle of equal opportunity and respect for diversity, consistent with CVST's Equal Opportunities Policy and Diversity Policy (available on request);
6. If linked to particular religious group, church or faith community, its community activities are not primarily intended to propagate a particular religion or faith.

SCALE OF MEMBERSHIP FEES

(a) For organisations with incomes below £15,000 a year:	£10
(b) For organisations with incomes of £15,000 or more but below £100,000 a year	£20
(c) For organisations with incomes of £100,000 or over a year:	£30

2. ASSOCIATE MEMBERSHIP

Organisations wishing to join CVST but do not meet the full affiliation criteria can apply for associate membership. Broadly this will include the following types of organisations:

1. Registered social enterprises and community interest companies
2. Registered social landlords
3. Churches and communal places of worship
4. Schools and other educational establishments able to demonstrate their public benefit
5. Organisations not delivering services in Tendring
6. Registered charities which do not qualify under the full affiliation category
7. Individual members
8. Statutory organisations
9. Local sole traders

The cost of associate membership is £25 pa

FRIEND MEMBERSHIP is open to:

- Private companies
- large corporations

The cost of friend membership is £25 pa

Associate and Friend Memberships do not convey voting rights at the CVST Annual General Meeting.

SUPPORT AND SERVICES

CVST can offer practical help and support to Voluntary and Community Groups in the district of Tendring to help develop your organisation. For example, we can offer practical assistance and guidance about what to think about when starting up a new group or provide advice on governance or managing projects or help in applying for funding. We do this in the following ways: -

Starting a Voluntary or Community Group

There is a lot to consider when setting up a new voluntary or community group from scratch. All sorts of questions need to be addressed, such as:

- How do you know there is a need?
- What is the aim of the new organisation?
- Who else do we need to involve?
- What is the best structure for our group?
- What Governing Document (i.e. constitution, terms of reference, articles of association) is needed?
- What will our initial objectives be?
- What should we include in a Budget and how can we do this?
- How do we open a Bank Account for our organisation?
- How do we run our first meetings?
- What documentation and policies are required?

Managing Your Group

Once your group is up and running it will need to be well managed to be able to continue delivering effectively. These are some of the areas that need attention:

- Managing People – recruiting and supporting volunteers. Employing and supporting staff
- Managing Projects - planning and delivering projects
- Operational Management - policies and procedures
- Strategic Management - strategic and business planning

Governance

Strong leadership from the groups Trustees/Managing Committee is vital in ensuring that a group is effectively and properly run. Consideration needs to be given to:

- Focusing on the strategic direction of the group
- Developing the skills and knowledge of your groups Trustees/Management Committee
- Recruiting new Trustees/Managing Committee Members
- Ensuring compliance with the organisation's governing document/policies and the
- Law such as Insurance, Data protection, Health & Safety, Risk Management, Charity Law

Finance

How you manage your funds, salary payments, expenses, activity costs and overheads can be the backbone of your organisation. It can enable your organisation to demonstrate effectively how you have translated public and charitable monies into activities, projects and services. When done efficiently, it can help your group report back to funders and enhance public confidence in what you are doing. However, when not addressed, and when financial management slips, it can cause fundamental problems for your organisation and be an unnecessary and expensive drain on resources to fix the problems. The following areas therefore need attention:

- Preparation of Annual Accounts
- Accountancy/Book Keeping
- Payroll
- Cash flow Forecasts/Budgets
- Management committee reports
- Evaluation and monitoring systems
- Applying for grants and/or tenders
- Fundraising

If you would like to have the opportunity to meet with a trained member of staff to talk about any of the above subjects, contact CVST to arrange an appointment. Tel: 01255 425692 or admin@cvstendring.org.uk Please specify which subject you would like to discuss.