



NORTHUMBERLANDCVA

Supporting Communities, Enabling People

Northumberland CVA Membership Pack



About Northumberland CVA Membership

Who we are

Northumberland CVA is an independent membership organisation for the voluntary and community sector in Northumberland. It is a charity and a company limited by guarantee.

We provide information, support and training on funding, governance, project development and volunteer involvement to help voluntary and community groups operate safely and legally and support them to grow and thrive. We also represent the interests of the voluntary and community sector at a strategic level, working with key local partners across all sectors.

In addition, Northumberland CVA offers a range of Specialist Services, including intensive funding support, bespoke training, business planning, project management and monitoring, as well as payroll services.

Our membership

We want Northumberland CVA to be a catalyst for positive change by delivering high quality services that allow the sector to grow and develop to enhance our communities. Having a strong membership helps us to achieve our mission to engage, stimulate and inspire the creation and development of strong, sustainable and vibrant communities in Northumberland and the surrounding areas. Our existing membership covers every corner of Northumberland.

Full membership is open to any voluntary and community sector groups, clubs and organisations based within or operating in Northumberland, regardless of size.

Associate membership is open to non-profit making organisations such as community councils, charitable incorporated companies, social enterprises and, if appropriate, parish and town councils.

Don't worry if you're not sure which level of membership your group/organisation fits into, simply make sure you answer all the questions in this application pack and the membership panel will allocate you to the correct level.

Our members' responsibilities

We expect our members to fully support Northumberland CVA's mission to engage, stimulate and inspire the creation and development of strong, sustainable and vibrant communities in Northumberland.

As a member, your organisation will have a responsibility to help ensure Northumberland CVA is representative of and is effectively representing the voluntary and community sector in Northumberland, and that our services fulfil the needs of our users.

You can do this by attending our AGM and voting to help ensure the make-up of our board of trustees accurately reflects the nature of the voluntary and community sector in Northumberland, by responding to requests for feedback so we can monitor and evaluate our activities and the health of the sector in Northumberland, and by getting involved in our networks and forums to exchange experiences and ideas, to promote good practice and to raise any common issues that we could take up on behalf of the sector.

Why join?

Membership of Northumberland CVA is free.

Becoming a member of Northumberland CVA allows you to show your support for our mission and influence the way we develop in the future. Both full and associate members will be represented by Northumberland CVA and can access the following benefits:

- **Free online Community Directory listing**
- **Automatic free membership of Northumberland Trustees' Network**
- **Automatic free membership of Northumberland VCS Assembly**
- **Free job advertising**
- **Free trustee advertising**
- **Reduced rates for events/training**
- **Cheque handling service**
- **Reduced rates for room hire at Northumberland CVA premises**
- **Reduced rates for hire of Northumberland CVA equipment**
- **Reduced rates for office services**

Full members also have the right to vote at Northumberland CVA Annual General Meetings and Extraordinary Meetings and to stand for election to our board.

Why not join us. We'd love to welcome you as a member of Northumberland CVA.

Find out more about membership benefits at: www.northumberlandcva.org.uk/about/membership



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Membership and Registration Form for Groups and Organisations

Section 1: Keeping in touch

1.1. PLEASE NOMINATE A MAIN CONTACT WHO CAN DEAL WITH ANY MEMBERSHIP COMMUNICATIONS FROM NORTHUMBERLAND CVA (N.B.: This information will be treated as confidential by Northumberland CVA and will not appear online unless it is the same as the information given in Section 3 and you have given us permission to include it in the online Community Directory)

For information on how we use and manage your personal data, please see Section 9

Legal name of your group/organisation:	
Other name/s your group/organisation is known by:	
Primary contact name:	
Role in your group/organisation:	
Primary contact email address:	
Primary contact's number/s (if different from above):	
Primary contact address (if different from above):	
Postcode:	

1.2. OTHER ORGANISATIONAL INFORMATION

Parent organisation or Affiliation:			
Website:			
Twitter:		Facebook:	
Other social media:			

Section 2: Membership level

Northumberland CVA currently has two levels of membership (see page 1). Please tick the most appropriate box for your organisation:

Full:

Associate:

Not sure:

If you are unsure which level of membership your group/organisation will qualify for, the membership panel will make a decision based on your responses to the questions contained in this application.

Section 3: Community Directory

3.1. DO YOU WANT YOUR GROUP/ORGANISATION TO BE LISTED IN OUR ONLINE COMMUNITY DIRECTORY? (N.B.: If you tick YES, the information you give in Section 3 will appear online)

I would like my group/org to be listed in the online Community Directory? (Please tick YES or NO)

Yes:

No:

3.2. DIRECTORY INFORMATION: If you have ticked yes to the question above, please enter the information below that you would like to appear in your online profile:

Name your group/organisation is known by (This can be different to your legal name):			
Primary public contact (This could be a named person or a position, e.g. 'The Secretary', or both):			
Public email address for your group/organisation:			
Public contact's number/s for your group/organisation :			
Address for your group/organisation:			
Postcode:			
Website:			
Twitter:		Facebook:	
Opening / service provision times (e.g. Monday - Thursday 10:00am - 3:00pm):			
Information that might help someone searching online to find your services (no more than 75 words)			

3.3. VENUE HIRE: If you have facilities to hire out as venues for meeting/events, please complete the following information:

Car parking (Y/N):	<input type="checkbox"/>	Disabled parking (Y/N):	<input type="checkbox"/>	Wheelchair access (Y/N):	<input type="checkbox"/>
Hearing loop (Y/N):	<input type="checkbox"/>	Refreshments (Y/N):	<input type="checkbox"/>	Catering (Y/N):	<input type="checkbox"/>
Photocopying:	<input type="checkbox"/>	Facilities:	<input type="checkbox"/>	Wi-Fi:	<input type="checkbox"/>
Min. room/s capacity:	<input type="checkbox"/>	Max. room/s capacity:	<input type="checkbox"/>	Smallest room capacity:	<input type="checkbox"/>
Other facilities:					

Section 4: About your group/organisation – Part 1

PLEASE TELL US A LITTLE MORE ABOUT THE WORK YOUR GROUP/ORGANISATION DOES:

- This information will help us to classify your organisation in our membership database according to its aims, services, target groups and delivery areas
- It will be used to provide general anonymised statistics about the voluntary and community sector in Northumberland
- If you have chosen to be listed in our Community Directory, it will also help to characterise your organisation in there

4.1: Your group/organisation's aims:	
4.2: Your group/organisation's activities:	

4.3: What are your main services and areas of work? (Please rank NO MORE THAN 4 OPTIONS from 1 to 4)

Accommodation		Advice/Information		Advocacy	
Animal Welfare		Arts/Media		Befriending	
Business Support		Campaigning		Carers Services	
Charity Shop		Community Development		Community Services/Facilities	
Counselling/Therapy		Crime/Community Safety		Day Care Services	
Disability		Domestic/Sexual Abuse		Education/Childcare - pre/after school	
Education/Training		Employment		Environment/Conservation	
Faith/Religion		Family Services		Financial Services	
Funding/Grants		Health - general		Heritage/History	
Homelessness		Housing		International Aid	
IT		Job Search/Job Club		Low Income Assistance	
Lunch Clubs		Mediation		Mental Health	
Mentoring		Out of School Provision		Over 50's Groups	
Regeneration		Sexual Health		Social/Community Care Services	
Social Activities		Sport/Leisure		Substance Misuse	
Telephone Helpline		Tenants/Residents		Town & Parish Councils	
Translation/Interpretation		Transport		Volunteering	
Women's Issues		Youth Clubs/Services			

4.4. Who do you work with? (Please rank NO MORE THAN 4 OPTIONS from 1 to 4):

All Client Groups		Black, Asian, Minority Ethnic		Carers	
Childcare Provision		Children		Disabled People	
Employed		Ex-Services/Services		Faith Groups	
Families/Parents		Gay, Lesbian, Bisexual, Transgender		General Public	
Homeless People		People receiving Housing Support		People with Learning Disabilities	
Lone Parents		People with Long Term Health Issues		People on Low Income	
Men		People with Mental Health Problems		Migrants	
NEETs		Offenders/Ex-offenders		Older People	
Over 50s		Physical/Sensory Impairment		Refugees/Asylum Seekers	
Social Entrepreneurs		Socially Inactive		Substance Misusers	
Supported Volunteers		Survivors of Abuse/Crime Victims		Tenants/Residents	
Travellers		Unemployed		Unsupported Volunteers	
Voluntary & Community Groups		Volunteers		Women	
Young People					

4.5. Where do you work? (Please tell us where you deliver your services)

All of Northumberland		Central Northumberland		North Northumberland	
South East Northumberland		West Northumberland		Region-wide	
Specific Town, Parish, Village or Postcode area (Please tell us where):					

Section 5: About your group/organisation – Part 2

PLEASE TELL US A LITTLE MORE ABOUT YOUR GROUP/ORGANISATION

- This information will be used for monitoring and administration purposes
- It will help us to target our work effectively
- It will also be used to provide general anonymised statistics about the voluntary and community sector in Northumberland

5.1. What is your group/organisation's approximate income from all sources?

Under £1,000		£1,000 - £9,000		£9,000 - £49,000	
£50,000 - £99,000		£100,000 - £249,000		£250,000 - £499,000	
£500,000 - £1 million		Over £1million		Unknown	

5.2. If your group/organisation involves volunteers, please tell us how many you currently have.

1-3		4-10		11-20	
21-50		Over 50		Unknown	

5.3. Please tell us how many trustees your group/organisation currently has.

0- 3		4-10		More than 10	
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5.4. If your group/organisation has any paid members of staff, please tell us how many full time posts their hours add up to (assuming one full-time post = 37 hours)

1-3		4-10		11-20	
21-50		Over 50		Unknown	

5.5. What is your group/organisation's structure?

Branch of National Voluntary Org		Community group		Development Trust	
Faith Group		Infrastructure Organisation		Local Voluntary Organisation	
Network/Forum		Social Enterprise		Self Help Group	
Sports Club		Other		Unknown	

5.6. What is your group/organisation's legal status?

STATUS		REGISTRATION NUMBER
Charitable Incorporated Org		
Community Interest Company		
Company Limited by Guarantee		
Industrial & Provident		
Registered Charity		
Other		

5.7. What key documents, policies, procedures and processes do you currently have in place?

Business/Development Plan		Committee Conflict of Interest		Committee Code of Conduct	
Data Protection & Privacy		Equality & Diversity		Financial controls	
Health and Safety		Risk Management		Safeguarding	
Suitable insurances to cover your assets and activities					

5.8. Please tell us if you feel there are any key areas above on which you would like support

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Section 6: Northumberland Trustees' Network

Membership of Northumberland CVA automatically entitles your trustees to FREE access to Northumberland Trustees' Network (www.northumberlandtrustees.org.uk).

For them to access the network it is important that we have individual contact email addresses for each trustee. However, for Data Protection purposes it is also vital that each trustee gives their individual consent to being added to the network and to receiving the monthly network e-bulletin.

We know that it can sometimes be difficult to get your trustees together between board meetings and so we have included a form at the end of this application pack, which can be detached and submitted at a later date if necessary once your trustees have had the opportunity to consider this offer and give their individual consent.

6.1. Please tick the appropriate box below:

Our trustees want to be part of the network. They have completed their details and signed individually to give consent on the form at the back of this pack:

Our trustees want to be part of the network and will submit their details and consent at a later date:

Our trustees do not want to be part of the network at this time. (They understand that they can re-apply for network membership at any time):

Section 7: Northumberland VCS Assembly

Northumberland VCS Assembly is an inclusive, independent and influential voice for the Voluntary and Community Sector in the county. Membership of Northumberland CVA automatically entitles your group/organisation to become a member of Northumberland VCS Assembly too.

As part of your membership, the main named contact of your group/organisation will be added to the Assembly database and will receive Assembly communications unless you indicate below that you do not want to become a member of the Assembly:

7.1. Please tick the appropriate box if you do not want to become a member or if are already a member.

We do not want to become a member of Northumberland VCS Assembly:

We are already a member of Northumberland VCS Assembly:

Section 8: VCS Support Services e-bulletin

Our regular fortnightly e-bulletin is full of information relevant to anyone working or volunteering in the Northumberland voluntary and community sector. It is one of the methods we use to keep you up to date with news, events, training opportunities, funding deadlines etc.

As part of your membership, your main named contact will receive this e-bulletin, as will any of your trustees who become part of the network. **They can unsubscribe from these e-bulletins at any time by following the unsubscribe link in the bulletins themselves or by emailing enquire@northumberlandcva.org.uk.**

If there are other members of your team who would like to subscribe to receive our fortnightly VCS Support Services e-bulletin, please let them know that they can sign up using one of the following methods:

- Visit our home page: www.northumberlandcva.org.uk
- Email enquire@northumberlandcva.org.uk
- Call **01670 858688**

Section 9: Declaration

By signing this form you are confirming that you understand you are consenting to Northumberland CVA holding and processing your personal data for the following purposes:

- To manage your memberships of Northumberland CVA, Northumberland Trustees' Network and/or Northumberland VCS Assembly
- To provide you with information we consider will be useful for your organisation and the work it does to achieve its aims
- To promote your organisation and what you do via a public database to people who may benefit from your services (if you wish to be listed in our Community Directory)
- To contribute to knowledge of the local voluntary, community and social enterprise sector, especially but not exclusively in Northumberland
- To promote the role and significance of the local voluntary, community and social enterprise sector, especially but not exclusively in Northumberland
- To keep you up to date with information, through the use of electronic and printed material, e-bulletins, e-newsletters and emails, on issues relevant to the voluntary and community sector
- To inform you about the services and support Northumberland CVA can provide to your organisation
- To help us to monitor the effectiveness of the work we do

For a fuller explanation of how we store and use your personal information and your rights concerning it, please visit: www.northumberlandcva.org.uk/about/privacy-policy.

9.1: Please sign the declaration below:

We would like to apply for membership / associate membership of Northumberland CVA and we:

- Agree to support the mission and objectives of Northumberland CVA
- Consent to our information being used as described above
- Promise to pay the sum of £1, if asked, towards the debts of this company if it is wound up

N.B.: Northumberland CVA reserves the right to refuse membership to groups/organisations that do not fit the criteria of membership, or to cancel the membership of any group/organisation that is shown not to abide by the conditions of membership.

Your name:

Your role in the group/organisation:

Your signature:

Please return this form:

- By email to enquire@northumberlandcva.org.uk
- By post to Northumberland CVA, 107 & 109 Station Road, Ashington, Northumberland, NE63 8RS
- You must also send copies of your latest accounts (unless you're a new group) and governing document

For Office use only

Membership of Northumberland CVA accepted?

Yes:

No:

Full:

Associate:

Reason, if not accepted:

CEO Signature: _____

Date: _____

Chair Signature: _____

Date: _____

Northumberland Trustees' Network contact sheet

Membership of Northumberland CVA automatically entitles your trustees to FREE access to Northumberland Trustees' Network (www.northumberlandtrustees.org.uk). For them to access the network it is important that we have individual contact email addresses for each trustee. However, for Data Protection purposes it is also vital that each trustee gives their individual consent to being added to the network and to receiving the monthly network e-bulletin.

This form can be detached and submitted at a later date if necessary once your trustees have had the opportunity to consider this offer and give their individual consent.

Group/Organisation Name: _____

1: TRUSTEE NAME	EMAIL ADDRESS
ROLE (e.g. chair)	SIGNATURE

2: TRUSTEE NAME	EMAIL ADDRESS
ROLE (e.g. chair)	SIGNATURE

3: TRUSTEE NAME	EMAIL ADDRESS
ROLE (e.g. chair)	SIGNATURE

4: TRUSTEE NAME	EMAIL ADDRESS
ROLE (e.g. chair)	SIGNATURE

5: TRUSTEE NAME	EMAIL ADDRESS
ROLE (e.g. chair)	SIGNATURE

6: TRUSTEE NAME	EMAIL ADDRESS
ROLE (e.g. chair)	SIGNATURE

If you have more than 6 trustees who want to join the Northumberland Trustees' Network, you can simply reproduce this form.

Please return this form either with the main Northumberland CVA membership application form or separately at a later date:

- By email to enquire@northumberlandcva.org.uk
- By post to Northumberland CVA, 107 & 109 Station Road, Ashington, Northumberland, NE63 8RS