



Voluntary Action Arun & Chichester

MEMBERSHIP POLICY

Membership eligibility

All organisations that approach Voluntary Action Arun & Chichester (VAAC) for support are asked to become members. This is free and open to groups which meet the following requirements:-

- The group must be a not for profit charity, organisation or Community Interest Company whose aims and objectives are broadly charitable (not for private or personal gain).
- The group must deliver some services within the Arun and Chichester Districts.
- The group must support the ethos and equal opportunities policy of VAAC

We will also work with groups which fulfil the following criteria as 'pending membership' – and will invite them to become full members once their own governance is in place.

The group must be working towards

- A clearly defined purpose
- A decision making mechanism
- A set of rules or a constitution
- A bank account and financial records
- An equal opportunities policy

Membership responsibilities

It is the responsibility of members (both actual and pending) to:-

- respect confidentiality and data protection
- nominate a representative to attend VAAC's AGM and exercise their voting rights
- to provide feedback on VAAC services when requested

VAAC responsibilities

VAAC will:-

- keep and use all records in accordance with data protection requirements.
- respond to members queries within 5 working days
- engage with members to help set the strategic direction of VAAC and its services
- inform members of consultation and representational opportunities that are open to the Voluntary/Community sector



Voluntary Action Arun & Chichester

- advise members at the earliest opportunity of any changes taking place within the organisation that might impact the service VAAC provides

Membership benefits

VAAC member organisations will receive:-

- Regular information via e-bulletins and newsletters
- Opportunities to promote your organisation through VAAC communications
- Subsidised access to training and events where charges apply
- Priority booking for any such opportunities (members only in the first week)
- Free loan of equipment/resources e.g. projectors, display boards, screens, laptops etc.
- Access to networking opportunities
- Nomination of Trustees to the VAAC Board
- Voting rights
- Priority referral for Development Team Support
- Advice on Compact issues

Pending members will receive our information but until you have the relevant documents and we can amend our records, you will be unable to be a voting member.

Breach of Membership

Members agree to act promptly to address any serious issues identified through VAAC support services.

Where members have stated they are working towards;

- A clearly defined purpose
- A decision-making mechanism (e.g. a committee)
- A set of rules or a constitution
- A bank account and financial records
- An equal opportunities policy

They must demonstrate progress towards these within a reasonable time frame

Members must not through any action bring VAAC into disrepute.

VAAC commits to raising any concerns about the conduct of an organisation with that organisation in the first instance.

If our concerns are not addressed VAAC may suspend the organisation from membership until such time as the issues that have been identified are resolved. In such circumstances the Finance & General Purposes Committee (F&GP) will receive a report from the Chief Executive outlining the circumstances and agree an action plan to address the issue. This will include providing the organisation with an opportunity to respond to any concerns and appeal their suspension.



Voluntary Action Arun & Chichester

If the action plan fails to resolve the issues in question the F&GP committee may enact clause 33 (4) Termination of Membership from the VAAC Memorandum & Articles of Association.

VAAC Partners

VAAC has a category of membership for Partners. These may be statutory authorities and other organisations which do not fulfil the above but with whom we work.

Partner benefits

VAAC partner organisations will receive:-

- Regular information via e-bulletins and newsletters
- Opportunities to promote your organisation through VAAC communications
- Non-subsidised access to training and events where charges apply
- Non-priority booking for any such opportunities (members only in the first week)
- Access to networking opportunities
- Other VAAC services can be accessed but may incur a charge

VAAC may undertake work with organisations that are not Members or Partners but this is likely to be on a consultancy and therefore on a 'charged' basis.

Member Complaints

VAAC is keen to hear and deal with any complaint/concern a member or partner might have about the organisation and/or services and would want the chance to address this before it is taken elsewhere – refer to VAAC feedback procedure.