

Charing Cross Centre
17/19 St John Maddermarket
Norwich
NR2 1DN
Telephone: 01603 614474
Fax: 01603 764109
Website: www.nvs.org.uk

A company limited by guarantee registered in England and Wales No 5616120
Registered Charity No 1112017

Dear Colleague

Norwich & Norfolk Voluntary Services Membership

Thank you for your recent enquiry about the NVS Membership scheme.

For an annual subscription, member organisations can benefit from a range of services, the details of which are listed on the enclosed information - 'NVS Membership & Services To Voluntary Organisations'.

Joining NVS gives you access to a range of networks and services which are all aimed at keeping you in the key local voluntary and community sector "loop". If you would like to be part of a major local infrastructure organisation that provides support and advice as well as a 'local voice for the sector' please return the following in the freepost envelope provided:

- **A completed membership form**
- **A cheque made payable to 'Norwich & Norfolk Voluntary Services' to pay for annual membership. (Please see the enclosed information for the subscription rates that apply to your organisation.)**

If you have any queries about membership, or would like help to complete the membership form, please contact Marilyn Amos on 01603 883813 or e-mail marilyn.amos@nvs.org.uk.

Yours sincerely

Jill Stracey
Head of Services to Voluntary Organisations

Encs NVS Membership Application Form
NVS Membership and Services to Voluntary Organisations Information
NVS Statement On Equality & Diversity

NVS Membership Application Form

I/This organisation wish(e)s to apply for membership of Norwich & Norfolk Voluntary Services (NVS).
I/We understand the terms of membership and agree to sign up to NVS's equal opportunities statement.

Type of membership required (please tick):

- Full Membership Affiliate Membership (Organisation)
 Affiliate Membership (Individual)

Organisation Name (or name of individual if applying as an individual affiliate member):

.....

For organisations applying for membership of NVS, please provide a brief description about your organisation (i.e. main aims/beneficiaries/area of service):

.....

.....

For organisations applying for full membership of NVS, please state annual income:

Contact Person: Mr/Mrs/Miss/Ms **Job Title:**

(The person named here will receive the NVS Newsletter & other membership information.)

Address:

.....

Telephone: **Email address for contact person:**

Please state the email address we should use for emailing the NVS e-newsletter to you:

.....

(For full members we will also use this email address for registering your access to the members' only pages of our website. It is helpful if you can provide a generic email address e.g. an 'info@' or 'admin@' address where possible.)

Membership Payment

I/we enclose a cheque for: £..... (Cheques should be made payable to: Norwich & Norfolk Voluntary Services.)

or

Please send an invoice for: £..... for the attention of:

NVS will use the information you have provided on this form for mailing the Newsletter & other information about events, training courses, meetings & consultation exercises. This information will be kept on a secure web-based database which is jointly held by NVS with Norfolk RCC and WNVCA. If you do not want these organisations to be able to see your details please tick the box below so that we store your information as NVS access only.

Please return this form to: Marilyn Amos, Norwich & Norfolk Voluntary Services, Charing Cross Centre, 17-19 St John Maddermarket, Norwich, NR2 1DN. Email: marilyn.amos@nvs.org.uk

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For office use only:

- Form Received & Entered on Database: **Renewal Date:**
 Invoice No. Sent: Payment Received by Admin/Finance:
 Added to Newsletter Mailing List Membership No. Allocated:
 Registered to Access NVS Members' Page (Full Members only) & emailed guidelines
 Informed CRB Admin & E-newsletter Admin of new member
 Sent Confirmation of Membership Letter

NVS Membership and Services to Voluntary Organisations

1. Full Membership of NVS

- 1.1. This is open to registered charities and voluntary or community groups, including faith groups, who have clearly defined aims, purpose or mission statement and are based and/or provide services in Norfolk or the Eastern Region.
- 1.2. Members should not be engaged in any activity that would conflict with the ethos and values of the constitution of NVS. Members will be expected to sign up to a statement of Equal Opportunities and will also be encouraged to sign up to the Norfolk Compact within a year of joining NVS.
- 1.3. Membership is acquired on an annual basis on the completion of a membership form, community audit and payment of a subscription.
- 1.4. The membership year will run from the date that payment is received. If membership is not renewed within three months of the renewal form being issued by NVS then the membership will be deemed to have lapsed and the benefits and voting rights of membership will cease.
- 1.5. NVS will reserve the right to end membership of an organisation at any time if they are deemed to be in breach of paragraph 1.2.

2. Affiliate Membership of NVS

- 2.1. Affiliate members will be statutory agencies, partnership agencies and Government programmes (such as Connexions and Surestart), enterprise agencies, GPs/health practices, and other non voluntary sector agencies and individuals who wish to support the work of NVS.
- 2.2. Affiliate membership will be acquired on an annual basis on the completion of a membership form, and payment of a subscription. The membership year will run from the date that payment is received. If membership is not renewed within three months of the renewal form being issued by NVS then the membership will be deemed to have lapsed and the benefits of affiliate membership will cease.
- 2.3. Affiliate members should not be engaged in any activity that would conflict with the ethos and values of the constitution of NVS. Members will be expected to sign up to a statement of Equal Opportunities and where appropriate will be expected to be Compact signatories.
- 2.4. NVS will reserve the right to end affiliate membership of an organisation or individual at any time if they are deemed to be in breach of paragraph 2.3

3. NVS Services to Voluntary Organisations

- 3.1. The following services are provided free to all voluntary and community groups, whether they are members of NVS, or not:
 - Access to NVS library - books and information relating to managing and developing voluntary groups
 - Access to bursaries
 - Advice and support from NVS staff on your organisation's development needs e.g. funding, policies, good practice and starting or developing a project
 - Basic funding information e.g. Grantfinder
 - Events (specifically funded for VCS inclusion by LSPs etc)
 - Volunteer brokerage

- Website information

3.2. Organisations may also access the following services, on a paid for basis. These services are available at reduced rates for NVS full members:

- Access to mailing lists / directories of voluntary groups
- Equipment Hire
- Flyers included in the NVS newsletter
- Photocopying

4. The following will be the NVS Full Membership entitlement:

- NVS Newsletter with additional inserts
- Regular e-bulletins
- Members-only area of the website for advertising job vacancies and events
- Access to CRB checking service for staff and volunteers, available at reasonable rates
- Access to payroll / financial management services, available at reasonable rates
- Access to ICT support, available at reasonable rates
- Free Members' events and advice surgeries on a wide range of topics
- Access to NVS Approved Consultant & Trainers scheme at a reduced rate
- Opportunities to promote the voluntary sector by getting involved in consultations with statutory bodies
- Opportunities to participate in Sector Forums
- Promotion and representation of full members' interests on County Strategic Partnerships and other appropriate bodies
- The right to vote at the NVS AGM and to nominate onto the Board of Trustees
- Free Volunteer Managers' Events
- Reduced rates on accessing mailing lists/directory of voluntary groups, equipment hire, inclusion of flyers in NVS newsletter and photocopying
- Employment practice notes from Steve Mophew Associates
- Start-up and small organisations, with an income under £10,000, are entitled to the following additional benefit:
 - New Group's Network
- Organisations with an income £10,000 or over are entitled to the following additional benefits:
 - Chief Officer's Network
 - Reduced rate for annual Trustee Network events
 - Business development surgeries with consultants
 - Discounted legal advice from Leathes Prior including:
 - free initial consultation
 - 10% discount on any work undertaken following initial consultation
 - discounts of between 20-30% available on fixed fee packages
 - Discounts on HR support package from Steve Mophew Associates which includes 3 days support over a year and a full HR audit. Discounts for Steve Mophew Associates are based on the number of staff employed:
 - 5% discount for organisations with over 100 staff
 - 10% discount for organisations with 10-100 staff
 - 20% discount for organisations with fewer than 10 staff

5. Additional Services

5.1. It is proposed that NVS researches the potential for and develops the following services on a cost-effective paid for basis by voluntary organisations:

- ICT support

- Staff recruitment support
- Training and consultancy brokerage
- Funding support service
- Payroll
- Financial Management

6. Affiliate Membership

6.1. The following services are available to Affiliate Members:

- NVS Newsletter
- Invitations to NVS events where appropriate
- Access to CRB checking service at reasonable rates

7. Charging Policy

7.1 NVS recognises that it is beneficial in particular for small and new voluntary and community groups to have membership. To promote this there is a graduated charging system.

Full Members' annual membership charges vary according to annual income, as follows:

Start up & small voluntary organisations with annual income under £10,000..	£15
Voluntary organisations, annual income over £10,000-£50,000.....	£25
Voluntary organisations, annual income over £50,000-£100,000.....	£35
Voluntary organisations, annual income over £100,000.....	£40

Affiliate Members' annual membership charge..... £45

8. Membership of The Board of Trustees and Complimentary Affiliate Membership

8.1. Individuals who are co-opted or invited in a personal or professional capacity to be a member of the NVS Board of Trustees will become full members in their own right with free complimentary membership. This will give members of the Board of Trustees voting rights at the AGM. Where members of the Board of Trustees attend as representatives of voluntary sector member organisations they will vote at the AGM as an individual and will nominate a member of their paid or voluntary staff to vote on behalf of their organisation

8.2. MPs, County and local District Councillors, MEPs and other individuals to whom NVS regards it as expedient to promote the organisation will receive free complimentary NVS newsletters and be able to attend NVS events.

Jill Stracey, Updated June 2007

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NVS Statement On Equality And Diversity

NVS is committed to the principle that all people are equally valued and expects its staff, volunteers, Board of Trustees and its members and affiliate members to act in accordance with the legislation outlined below and to uphold good practice in ensuring equality and diversity. NVS seeks to ensure that staff, volunteers and service users are able to reach their full potential and that all people with whom we are in contact are treated with respect and dignity. NVS expects its members and affiliate members to actively support this principle.

Legislation

Sex Discrimination Act 1975

Race Relations Act 1976

Disability Discrimination Act 1995

Equal Pay Act 1970

Protection from Harassment Act 1970

Race Relations Act (Amended) 2000

Employment Equality Regulations (sexual orientation) 2003

Employment Equality Regulations (religion or belief) 2003

Rehabilitation of Offenders Act 1974

Employment Equality (Age) Regulations 2006

Plus any legislation relating to equality and diversity that comes into affect in future.

Jill Stracey, July 2006