

Tamworth Centre for Voluntary Services

Supporting Voluntary Action in Tamworth



Membership Pack

Tamworth CVS Mission Statement

To help build strong and cohesive communities by promoting, developing and supporting an active and thriving voluntary and community sector in Tamworth, enabling local people to be involved in their community and influence the decisions and services that affect them.



Development Support

A key benefit of membership of TCVS is Development Support. Whether you are an established organisation or a new group just starting up, our experienced and professional team can provide you with a wide range of support and advice to help your group develop and succeed:

Running an Organisation

We can offer support and advice on setting up a new voluntary or community group, writing a constitution or set of rules, options for organisational structure, forming an effective committee, writing policies and working to good practice.

Finance and Funding

We can help in identifying funding streams, local, regional and national, and offer support in completing funding applications. We also offer an application checking service.

Planning and Reviewing

We can help you to prepare or review a business or development plan, monitor and evaluate projects and identify and implement appropriate quality standards.

Managing People

We can support you with recruiting and employing staff, writing terms and conditions of employment and policy development.

Training and Learning

We can help you to determine learning needs, and provide you with access to training opportunities.

Organisational Healthchecks

We can help you to assess your organisation's strengths and weaknesses. This will give a clearer idea of what information, advice, support and training you require to develop your group or service. We can then work with you to provide the support that you need.

Services are available to local voluntary and community groups. The following charges will apply:



"Tamworth CVS has given us exactly the support we needed to be able to successfully apply for funding. They also helped us with promotion and put us in touch with some key contacts. The support from CVS has been invaluable, and has made it possible for our dance group to grow and to reach more people."

John & Barbara Wheatley,
Dance Yourself Fit

	TCVS Member Rates	Non-member Rates
Development support, including: <ul style="list-style-type: none"> • Advice on structures • Quality frameworks • Funding advice and support • Organisational healthchecks • Policy development • Employment support • Support with monitoring and evaluation 	First hour FREE, then £20 per hour thereafter *	First hour FREE, then £40 per hour thereafter

* Bursaries available to Tamworth CVS members

Volunteering Support

A key benefit of TCVS membership is registration with Volunteer Centre Tamworth. Volunteer Centre Tamworth promotes volunteering, recruits and refers volunteers and promotes good practice in volunteer management:



Volunteer Brokerage

We will carefully match prospective volunteers to your organisation and the opportunities you have available.

Volunteer Management

We can help you to support, manage and retain your volunteers, with the best advice, information and support available in this region.

Developing New Opportunities

We can support you in developing new volunteering roles to support your organisation.

Advertising and Promotion

We will promote your volunteering opportunities to potential volunteers, including on the national volunteering website: www.do-it.org.uk

Services are available to local volunteer-involving organisations in the voluntary and community sector and public sector.

The following charges will apply:



	TCVS Member Rates	Non-member Rates
Volunteering support, including: <ul style="list-style-type: none"> • Advertising & promoting volunteering opportunities • Volunteer referrals • Access to good practice materials 	FREE	Annual registration fee of £20
<ul style="list-style-type: none"> • One-to-one support on volunteering issues 	First hour FREE, then £20 per hour thereafter *	First hour FREE, then £40 per hour thereafter
<ul style="list-style-type: none"> • Opportunities to exhibit at volunteering events 	Discounted rate	POA

* Bursaries available to Tamworth CVS members

"It is important to have the right policies and procedures in place when recruiting volunteers to make sure that they and your organisation are protected. It can be daunting but the Volunteer Centre has supported us through every step of the process. As a result we now have a full induction pack for our volunteers and policies that are an encouragement to volunteering."

Lee Bates, Community Together CIC

Office and Information Support

A key benefit of TCVS membership is Office & Information Support. We can support your organisation by providing you with regular up to date and relevant information, and access to office and design services.

Information

Our weekly e-bulletin and bi-monthly newsletter - *Tamworth Connects* - will keep you up to date with the latest news. Our website is also a great source of information and advice.

Office Support

Members benefit from reduced rates on office services such as photocopying, printing and laminating.

Design Services

We can help you with the design and layout of your leaflets and brochures, newsletters, annual reviews, and setting up of online surveys.

Voluntary & Community Sector Forum

The forum meets regularly throughout the year, giving you the opportunity to network with other organisations, share local information and hear speakers on relevant, topical issues.

Advertising

If you have news or events that you would like to publicise through our e-bulletin, *Tamworth Connects* newsletter or on our website, contact us and 'get your message out there'.

The following charges will apply:

	TCVS Member Rates	Non-member Rates (Voluntary/Public Sector)	Commercial Rates
To receive copies of <i>Tamworth Connects</i> Newsletter and e-bulletin	FREE	£20 per year	N/A
Advertising:			
• In newsletter	FREE	£20 per quarter page, per edition	£62.50 (1/4 page), per edition
• In e-bulletin	FREE	£10 per edition	£50 per edition
Networking opportunities, VCS Forum	FREE	£20	POA
Stands at events/conferences	Discounted rate	POA	POA
Office support/design services	Contact us	POA	POA

Membership Benefits

- **KNOW HOW** - stay ahead with the latest information, advice and quality accredited support to help secure the future of your organisation.
- **FINDING THE RIGHT PEOPLE** - we receive around 700 volunteer applications a year which we carefully filter and match to ensure that you get the right people with the right skills to help your organisation.
- **AN INFLUENTIAL NETWORK** - with more than 100 members, our combined voice has real strength. Tamworth Voluntary and Community Sector Forum and our links to Staffordshire Third Sector Network help provide access to local and countywide decision-makers.
- **RAISING YOUR PROFILE** - get your message out there! We can help with publicity and document design, along with providing opportunities to place articles and adverts in our regular *Tamworth Connects* newsletter, and to have a stand at events.
- **SAVING MONEY** - keep your costs down. Members benefit from reduced rates (often free) for all our services.



Membership Rates

Tamworth CVS provides valuable services within the voluntary and community sector. To become a member of Tamworth CVS you must be a voluntary organisation, community group or other third sector organisation supporting people in or around Tamworth.

For organisations in membership of another CVS in Staffordshire the fee will be reduced by 50%.

Annual income	Annual membership fee
Up to £1,000	FREE
£1,000 - £20,000	£10
£20,001 - £50,000	£20
£50,001 - £100,000	£35
£100,001 - £500,000	£50
Over £500,000	£100

Contact Us

Carnegie Centre

Corporation Street,
Tamworth, B79 7DN

Telephone: 01827 709657

Email: enquiries@tamworth-cvs.org.uk

Volunteer Centre Tamworth

8 Aldergate,
Tamworth, B79 7DL

Telephone: 01827 736090

Email: info@volunteercentretamworth.org.uk

www.tamworth-cvs.org.uk

Charity registration no: 513398
Company Limited by Guarantee: 1658271

Tamworth Centre for Voluntary Services



Mission Statement

To help build strong and cohesive communities by promoting, developing and supporting an active and thriving voluntary and community sector in Tamworth, enabling local people to be involved in their community and influence the decisions and services that affect them.

Statement of Values

1. TAMWORTH CVS recognises that England has a society that is diverse in race, culture and beliefs. TAMWORTH CVS believes that no person should suffer oppression or lack of opportunity based on disability, gender, race, sexuality, belief, age, social class or geographical location.
2. TAMWORTH CVS believes that the role of voluntary, community and user organisations is to affirm the rights of all people to play an active part in their community.
3. TAMWORTH CVS believes that all individuals have the right to give their time and commitment to voluntary action but would not support any activity which was oppressive to any individual or section of society in accordance with paragraph 1 above.
4. TAMWORTH CVS believes in the rights of the individual to social justice, equality of opportunity and to participate in local and national decision-making processes and action.
5. TAMWORTH CVS is committed to supporting community, voluntary and user organisations which aim to assist social change as a means of ensuring that all institutions are accountable and democratic.
6. TAMWORTH CVS is committed to challenging oppression and inequality and will positively promote its core values in all areas of its work and structure.

Strategic Aims

- To support new and existing voluntary & community organisations, to build their resources and capacity to deliver services, and to enable them, where appropriate, to respond to public service delivery contracting opportunities.
- To ensure effective service delivery and overall performance by maintaining quality assurance.
- To maintain and develop partnership working, to enable the voluntary and community sector to influence the future development of Tamworth.
- To work with partners to identify the means to increase the long-term sustainability of the voluntary & community sector, including the CVS.
- To promote social inclusion and build the capacity of the voluntary and community sector by involving volunteers from all backgrounds.

Membership Criteria

To become a member of Tamworth CVS your organisation or group must:

- Be a voluntary organisation, community group or other third sector organisation
- Support people in or around Tamworth
- Have a governing committee
- Have a clear governing document, eg constitution or set of governing rules
- Have a bank account in the name of the organisation and financial records
- Have aims and objectives that are broadly charitable, and to the exclusion of private gain
- Be conducted for the benefit of the public and be active in the community
- Follow lawful and legitimate purposes affording respect to all parts of the community
- Be committed to supporting the principles of diversity and equal opportunity, consistent with Tamworth CVS's Equal Opportunities Policy
- If linked to a particular religious group, church or faith community, not undertake community activities that are primarily concerned with the propagation of a particular religion or faith. You must also work with local people/volunteers of other faiths/no faith
- Membership is not open to groups engaged in party political activity

Applications for membership are submitted to Tamworth CVS Board of Directors for approval, which usually meets bi-monthly.

Membership Responsibilities

- Nominate a representative to attend and vote at the Tamworth CVS Annual General Meeting.
- Consider nominating a representative to the Tamworth CVS Board.
- Complete an organisation update form (SCIO VCS Profile Form) annually to enable us to maintain up to date information on the sector locally.
- Pay membership subscriptions as detailed in the table below.

Annual income	Annual membership fee
Up to £1,000	FREE
£1,000 - £20,000	£10
£20,001 - £50,000	£20
£50,001 - £100,000	£35
£100,001 - £500,000	£50
Over £500,000	£100

For organisations in membership of another CVS in Staffordshire the fee will be reduced by 50%.

- Tamworth CVS is a Company Limited by Guarantee. Therefore, member organisations will be included on the Company Register of Members. In the event of Tamworth CVS being wound up members will be required to pay the sum of £1.00.

TCVS Membership Application Form

Section 1 - Organisation Details

Name of Organisation _____

Contact Name _____ Telephone _____

Email address _____ Website _____

Membership is open to voluntary and community organisations whose aims support those of Tamworth CVS. Please enclose a copy of your organisation's constitution (or other governing document) so we can assess this.

Please describe the purpose and activities/service of your organisation or group:

Please give your organisation or group's mission statement (if applicable):

Location

Which wards in Tamworth does your organisation/group operate in? *(Please tick all that apply)*

Amington	<input type="checkbox"/>	Mercian	<input type="checkbox"/>
Belgrave	<input type="checkbox"/>	Spital	<input type="checkbox"/>
Bolehall	<input type="checkbox"/>	Stonydelph	<input type="checkbox"/>
Castle	<input type="checkbox"/>	Trinity	<input type="checkbox"/>
Glascote	<input type="checkbox"/>	Wilnecote	<input type="checkbox"/>
Outside Tamworth	<input type="checkbox"/>		<input type="checkbox"/>

Section 2 - Volunteering



Does your organisation

Currently work with volunteers?

Plan to work with volunteers?

(If your organisation has no plans to work with volunteers, please go to Section 3

Do you have immediate vacancies for volunteers?

Your volunteer recruitment procedures

When recruiting volunteers, what process(es) does your organisation use? *(Please tick as appropriate)*

	Yes	No	Maybe
Application form			
Informal discussion			
Interviews			
Take references			
Carry out police checks			
Trial period			
Other (please specify)			
Does your organisation hold public liability insurance?			

National Volunteering Database

Volunteer Centre Tamworth regularly post and update volunteer opportunities in the Tamworth area on the National Volunteering Database found at www.do-it.org.uk. Members of the public who are interested in volunteering can access the website to find opportunities in their area which match their skills and interests.

If you would prefer us **not** to post your volunteering opportunities on the website please tick this box.**

*** Please note that any volunteering opportunities posted on the do-it website will have Volunteer Centre Tamworth's contact details.*

Section 3 - Organisational/Volunteer Support

In order for us to assess the type of support we may be able to offer, please could you indicate which of the following you have in place or where you would value support or training (please tick as appropriate)

		Already in place	Training and/or support needed
POLICIES	Child protection policy		
	Equal opportunities policy		
	Health & safety policy		
BUSINESS AND PLANNING	Business planning		
	Charity registration		
	Company registration		
	Governing document		
	Quality standards		
	Monitoring and evaluation		
STAFF AND TRUSTEES	Induction for trustees		
	Trustee development		
	Staff handbook/employment policies		
	Staff/volunteer training plans		
	Skills in managing staff		
FUNDING AND ACCOUNTS	Access to information about sources of funding		
	Financial procedures and processes		
	Accounts and payroll		
VOLUNTEERING	Volunteer agreements		
	Volunteer task descriptions		
	Volunteering policy		
	Volunteer management		
COMMUNICATION	Marketing or promotional plan		
	Annual report/leaflet design/website		
	Electronic communication/newsletter		

Please list the three most significant support needs:

1.
2.
3.

Section 4 - Declaration

We wish to become a member of Tamworth CVS. *Please tick the appropriate membership fee below.*

We do not want to be a member but would like to register volunteering opportunities – annual registration fee £20.

Annual Income	Membership Fee	✓	Fee paid	Please note, for organisations in membership of another CVS in Staffordshire, the membership fee will be reduced by 50%.
Up to £1,000	FREE			
£1,001 - £20,000	£10			
£20,001 - £50,000	£20			
£50,001 - £100,000	£35			
£100,001 - £500,000	£50			
Over £500,000	£100			
Registration for volunteering opportunities only	£20			

We confirm that we support the aims and objectives of Tamworth CVS and that our organisation/group operates within (all or part of) the Borough of Tamworth.

We enclose the following:

- A copy of our constitution **
- Information describing the purpose and activities of our organisation **
- SCIO VCS Profile Form (completed) **
- Volunteer opportunity form(s) if applicable

**** Mandatory**

If accepted into membership, we promise to pay the sum of £1.00 towards the company's debts if the company subsequently dissolves, if asked to do so.

If Volunteer Centre Tamworth refers potential volunteers to our organisation, we agree to undertake our own selection procedures and take up references and other checks necessary.

Signed _____ Name _____

Date _____

On behalf of (name of organisation) _____

Please return your forms to Tamworth CVS, Carnegie Centre, Corporation Street, Tamworth, B79 7DN.