

Membership of Home-Start Kirklees – Rights and Responsibilities / role description

1. The Board of Home-Start Kirklees is made up of between four and twelve members of the Charity. In this role, they are called Trustees.
2. Membership of Home-Start Kirklees is open to individuals over the age of 18 or incorporated associations. The only requirement is that they support the charity's aims and objectives and are interested in furthering the work of the charity. Associations must appoint an individual to represent them as a member and the name of the representative must be formally communicated to the Secretary. Membership is free.
3. What are the benefits of membership to the members?
 - Members can make a real difference to struggling families and children
 - They participate in a like-minded community.
 - They help to shape the future direction of the charity through consultation and feeding back views of members.
 - They can be involved on issues of service development, improvement and change, by representing members on working parties.
 - They participate in electing other members to become trustees.
 - They are invited to attend member events and are kept up to date with news and developments by receiving regular copies of our newsletter.
 - They attend annual general meetings and other/extra ordinary general meetings
 - They can be consulted and agree to any proposed changes to the governing document
 - They can see the minutes of meetings.
 - They can call general meetings (upon a written request signed by 10 members which states the purpose of the meeting) and can put resolutions for a vote at general meetings
4. What are the benefits of membership to the charity?
 - Members enhance the accountability and transparency of the board of trustees.
 - They can lead to wider involvement of interested parties, including greater appreciation of the needs of beneficiaries.
 - They bring more diversity to the charity.
 - They can bring ideas to occasional working parties of the board.
 - They are a source for refreshing the trustees.
 - They can be a source of financial support, expertise and influence.
5. What is the minimum commitment of a member?

Members must sign a Code of Conduct committing themselves to support the charity. A minimum commitment is seen to be supporting the charity and attending and voting at general meetings.

Of course, if members have time and wish to do more they could become members of the Trustee board if nominated and elected to a vacancy, and to carry out such other types of

practical assistance as they may suggest or may accept if proposed by the board. They may also be invited to serve from time to time in working parties.

6. Members must be approved by the Trustees via application form, informal interview and references. Membership is not transferable. A Register of Members is maintained, with a formal record kept with the governing documents.
7. Membership is terminated if a member dies, or gives a written notice of resignation, or is removed by a resolution of the trustees on the grounds that in their reasonable opinion the member's continued membership would be harmful to the charity. In the latter case there is a right of appeal. Members must confirm that they have no criminal convictions or ongoing proceedings which would bring Home-Start Kirklees into disrepute. Should this change Members must inform Home-Start Kirklees immediately and this may result in termination of their Membership.
8. Members are kept informed about the charity by email or printed newsletters, social media communications, and occasional social events.
9. Where does the role stop?
Members are not expected to get involved with operational aspects of the charity, nor with formal decision-making at board/committee/SMT (senior management team) level, unless they have specialist expertise which might be called upon.