



*Neighbourhood Houses Tasmania
Policy Statement*

NHT Membership Policy

Policy Purpose

Neighbourhood Houses Tasmania (NHT) is the peak body representing and supporting the work of the Neighbourhood and Community Houses and Centres across Tasmania. As of February 2018, membership of NHT consisted of 33 Houses and Centres funded by the Department of Health and Human Services, the Commonwealth Department of Defence funded community centre at Dowsing Point in Hobart and the unfunded and Associate member, Phoenix Community House on King Island. NHT works on issues that are important to our members and the communities they serve. Membership of NHT provides many benefits and comes with a number of responsibilities. For more information on NHT and the work it does refer to our website at www.nht.org.au

The purpose of this policy is to set out the expectations and requirements for organisations becoming and/or remaining a member of NHT, and confirm the support and advice that NHT offers its members to meet those expectations and requirements. The intention is that the work, governance and reputation of NHT and its member organisations continue to be of a recognised high standard.

Member Houses and their committees can encounter difficult periods and, quite understandably, the reaction can be to wish difficult issues to disappear and avoid dealing with them. However, it is important that expectations and requirements for membership are met, and that issues are dealt with sooner rather than later. A benefit of membership is that NHT can play a constructive and proactive role to support Houses in meeting and maintaining high standards.

This policy applies to NHT, member organisations and applicants for membership.

Policy

NHT will develop, adopt, and, as deemed necessary from time to time, revise membership eligibility criteria.

NHT will develop, make available and promote the benefits of membership.

Membership of NHT is open to any organisation which meets all the membership eligibility criteria current at the time.

NHT will offer support and advice, and encourage Members to seek that support and advice, to operate effectively at a high standard according to the membership eligibility criteria.

Minor day to day membership eligibility matters will be dealt with directly through support and advice from NHT staff.

NHT staff will contact any Member where there are concerns that may involve more complex membership eligibility issues to check and clarify the situation, and, if appropriate, offer support and advice on addressing those issues in a timely and effective manner.

If, after reasonable support and advice have been offered by NHT staff, a Member still fails to meet the membership eligibility criteria, the NHT Board will formally advise in writing the specified timeframe and necessary actions the Member must undertake and complete to the satisfaction of the Board to remain a member.

Membership of NHT will be withdrawn from any Member that fails to comply with the preceding clause. The procedure for withdrawal of membership will be in accordance with the NHT constitution.

Policy Procedure

Membership Eligibility Criteria

Members of NHT must meet the applicable membership eligibility criteria for NHT membership. Membership of NHT falls into two (2) categories, FULL member and ASSOCIATE member.

A **FULL MEMBER** organisation will:

- Be funded by the Department of Health and Human Services (DHHS), as a Neighbourhood House through the Community Support Program.
- Meet the requirements of their DHHS funding agreement
- Remain a full member, notwithstanding the above clauses, if full membership is current at the time of the initial adoption of this policy (25th July 2014), subject to all other provisions of this policy
- Operate and deliver services consistent with the current Neighbourhood House Program STRATEGIC FRAMEWORK
- Agree to and comply with the Constitution of NHT
- Pay the membership fee, as set by the Board, when it falls due each year.
- Actively and regularly participate in and contribute to NHT regional meetings, surveys, forums and events.

An **ASSOCIATE MEMBER** organisation will, to the satisfaction of the Board:

- Agree to and comply with the Constitution of NHT.
- Pay the membership fee, as set by the Board, when it falls due each year.

- When possible, participate in and contribute to NHT regional meetings, surveys, forums and events.
- Operate and deliver services consistent with the current Neighbourhood House Program STRATEGIC FRAMEWORK.

Applications for Membership

Submit applications for membership on the Membership Application Form.

The NHT Board will consider and decide applications for membership.

Breach of Membership Eligibility Criteria

Deal directly with minor day to day membership eligibility breaches that are inadvertent or occur in good faith through support and advice from NHT staff.

If a more complex breach of the membership eligibility criteria may be occurring, in circumstances that warrant considered investigation, NHT staff will contact the Member seeking information and clarification on the possible breach.

The Board will investigate and document any findings concerning such a possible breach in accordance with the NHT *Grievance and Complaints Resolution Policy* and advise the Member of the findings.

If a breach of the membership criteria is confirmed, NHT staff will in the first instance offer advice and support to the Member to remedy the problem/s, including any recommendations that the Board has arrived at.

If, despite reasonable support and advice, the Member does not remedy the problem/s, and still fails to meet the membership eligibility criteria, formally advise in writing the specified timeframe and necessary actions the Member must undertake and complete to the satisfaction of the NHT Board to remain a member.

The Board of NHT, in accordance with the Constitution and at its sole and absolute discretion, may withdraw membership of NHT from any member of NHT that fails to comply with the Board recommendations or directions concerning membership eligibility.

The Board of NHT may consult with the Department of Health and Human Services in determining its course of action in dealing with any breach of membership eligibility criteria and shall notify the department of any membership withdrawals.

This policy was approved by the NHT Board on 2nd February 2018.

Date Approved: 2nd February 2018

Date for Review: 2nd February 2021



Neighbourhood Houses Tasmania Inc

Benefits of Membership

Neighbourhood Houses Tasmania Inc

Neighbourhood Houses Tasmania (NHT) is the peak body representing and supporting the work of the Neighbourhood and Community Houses and Centres across Tasmania. As of February 2018, membership of NHT consisted of 33 Houses and Centres funded by the Department of Health and Human Services, the Commonwealth Department of Defence funded community centre at Dowsing Point in Hobart and the unfunded Associate Member, Phoenix Community House on King Island. NHT works on issues that are important to our members and the communities they serve. Membership of NHT provides many benefits and comes with a number of responsibilities. For more information on NHT and the work it does refer to our website at www.nht.org.au or contact NHT on (03) 6228 6515.

Neighbourhood Houses operate and deliver services consistent with the current Neighbourhood House Program STRATEGIC FRAMEWORK, including:

- Targeting community development as its core business.
- Operating as a legally incorporated not for profit association.
- Operating under a board or management committee that is democratically and transparently elected from the community.
- Governing the organisation in a principled, transparent, accountable and effective manner.
- Managing and tracking finances responsibly and honestly.
- Operating as a secular, non-party political organisation.
- Employing staff according to merit using transparent and fair recruitment procedures.
- Managing and supporting staff in accordance with contemporary best practice.
- Actively assessing and responding to community needs.
- Actively assessing and representing community views.
- Welcoming and treating community members equally and with respect.
- Actively involving and encouraging volunteers.
- Actively encouraging and involving the community in planning and decision making.

A copy of the STRATEGIC FRAMEWORK can be found on our website.

Benefits of Membership

As a member of NHT, the following services and opportunities are available:

Help Desk

NHT staff are on the end of the phone to answer queries from staff, Management Committee members, and volunteers. We can provide confidential assistance, information or referral on House management issues.

Newsletter

A NHT newsletter is published up to four times a year. Copies are posted to each Neighbourhood House and all the newsletters are on the NHT website.

E-News

A regular eNEWS providing information such as funding opportunities, award changes, and training opportunities is sent to everyone on our email circulation list. Contact NHT with your email address if you'd like to receive this.

Annual Conference

Around late September - early October, the NHT annual conference rotates each year between the North West, Northern and Southern regions. There are reduced fees for House delegates to attend. At these popular three day conferences, you can meet other House Committee members, staff and volunteers, hear from interesting speakers and attend interesting workshops on a range of issues.

Neighbourhood House Week

During Neighbourhood House Week, NHT coordinates promotion of the work of Neighbourhood Houses across the State. Recent initiatives include establishing the Neighbourhood House Awards to be presented during the week.

Meetings, Consultations and Forums

Membership of NHT gives access to regular regional meetings, consultations and forums.

National Simultaneous Storytime

NHT supports the National Simultaneous Storytime held each year in May. This promotes the value of reading with children in developing literacy in both adults and children. NHT organises the event for Neighbourhood Houses and distributes books and materials.

Lobbying on Community and House Issues

NHT consults with Houses on the social issues common across most communities and, as a united voice for the Houses, lobbies State and Federal politicians and Departments.

Liaising with the Department of Health and Human Services & other Agencies

NHT regularly liaises on behalf of the Houses with the Department of Health and Human Services, particularly the Community Partnership Teams, and with other Government agencies on issues affecting Houses and your communities.

State-wide Representation on Committees and Councils

NHT represents the Houses on committees and councils such as the Community Sector Peaks Network, TasCOSS Board and the No Interest Loans Scheme (NILS) Board.

Auspicing Projects

NHT auspices projects like Eating with Friends to support Houses to start their own social healthy eating groups for people who are socially isolated.

Sourcing Funds

NHT works to source funds as a state-wide network and brokers those funds to Houses, as in our ten year \$1.5 million grant for the Everyday Literacy Project, the Thriving Communities, Healthy Families Project and the funding for the Workforce Development Project.

Arranging Training

NHT regularly arranges regional networking and training opportunities.

Group Buying

NHT facilitates access to various 'Group Buying' opportunities and discounts.

Developing Resources

A key resource developed by NHT is the Management Committee Handbook. NHT also develops model policies and procedures and templates for Houses to use. Refer to the Neighbourhood House Resources Toolbox on the website.

Providing Information

NHT provides regular updates on changes to Awards, Government policy and legislative requirements. We also notify member Houses of upcoming events, funding opportunities, training courses and other items of interest.

Website

NHT provides a useful and easy to use website. The NHT website contains information, resources, policies and procedures and many other tools you may be looking for as a Committee member. You can find the website at www.nht.org.au

Applying for Membership

Contact NHT to discuss your interest in membership and then apply using the attached Application for Membership Form.



Application for Membership Form

Neighbourhood Houses Tasmania Inc.

REQUIREMENTS

Complete this Application for Membership Form and forward it with any necessary supporting documentation to the Board of Neighbourhood Houses Tasmania Inc. (NHT). The mailing address is 16B Elmsleigh Rd Derwent Park, Tasmania 7009.

Make sure that your organisation can demonstrate, with supporting evidence as necessary, that you comply with the applicable membership eligibility criteria listed in this Application Form. The Board of NHT may request further information or evidence before considering your application.

Your application will be considered and decided by the NHT Board at their sole and absolute discretion.

If the application is approved, you will be advised by email and letter and a tax invoice for the membership fee will be forwarded to you. Your membership will be activated once the membership fee has been received.

DETAILS

Application for: **Full Membership** **Associate Membership**

Organisation's Name:

Address:

Postal Address:

Phone Number:

Mobile Number:

Fax:

Email:

Web:

Contact Person (Board or Committee):

Position:

Contact Person (Staff):

Position:

Enclosed are copies of our:

- Certificate of Incorporation
- Annual Report
- Constitution
- Strategic Plan
- Management Structure
- Current Program

List other attachments to this Application Form
(if applicable)



Application for Membership Form

Neighbourhood Houses Tasmania Inc.

Either

As a Full Member of Neighbourhood Houses Tasmania Inc. the

..... (full name of incorporated association)

will:

- Agree to and comply with the Constitution of NHT.
- Pay the membership fee, as set by the Board, when it falls due each year.
- Actively and regularly participate in and contribute to NHT regional meetings, surveys, forums and events.
- Operate and deliver services consistent with the current Neighbourhood House Program STRATEGIC FRAMEWORK
- Meet the requirements of our DHHS funding agreement (DHHS funded members only)

Or

As an Associate Member of Neighbourhood Houses Tasmania Inc. the

..... (full name of incorporated association)

will:

- Agree to and comply with the Constitution of NHT.
- Pay the membership fee, as set by the Board, when it falls due each year.
- When possible, participate in and contribute to NHT regional meetings, surveys, forums and events.
- Operate and deliver services consistent with the current Neighbourhood House Program STRATEGIC FRAMEWORK

I/We accept and agree to all the applicable membership eligibility criteria listed above and seek membership of Neighbourhood Houses Tasmania Inc.

Signed:

(authorised to sign on behalf of the organisation)

Dated:

Full Name:

Position:

On behalf of:

(Full Name of Organisation)