



Committee Approver	Board of Management
Stakeholder Consultation	Executive Team, and Board of Management
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Title	Association Membership
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Revised by	Head of Business Support
Next Revision Date	[March 2024]
Related Documents	Viewpoint Rules
Location of Electronic Copy	<i>F:\LIVE POLICIES\Corporate\Board approved</i>

1. Viewpoint's Values

Viewpoint is here to help people enjoy their later years. Everything we do is about realising this vision, which is supported by the following straightforward set of values:

- Inspire with positive smiles and words;
- Say 'yes I can and I will';
- Celebrate age, experience and wisdom;
- Do according to our customers' wishes and ambitions;
- Treat people (everyone is a VIP) as we would a "loved one";
- Work hard, have fun and laugh;
- Stay courageous, creative and ahead of the game; and □ Work with those that share our values.

These promises shape us. They're a commitment to our tenants, residents, staff and suppliers. They are fundamental to every single plan, decision and project we embark on.

2. Policy Statement

- 2.1 Viewpoint is a membership organisation and will seek to recruit, as members, individuals who have an interest in our work, support our purpose and will make effective use of their skills, views and experience. Viewpoint is formed for the benefit of the community and its objectives are to carry on for the benefit of the community.
- 2.2 Viewpoint recognises that its membership is an important means of enhancing and demonstrating its accountability to the local communities in which it operates.
- 2.3 Members will be expected to adhere to the principles and expectations set out in Viewpoint's Code of Conduct.
- 2.4 Viewpoint will actively promote membership through appropriate channels by:
 - Providing information on membership to tenants and service users through our Newsletters;
 - Providing information about membership on our website;
 - Promoting membership through Tenants' Association Meetings and other public meetings in which we are involved;
 - Making information available within our office to all those who enquire about membership; and

- Making reference to membership when letting a property (although we will make it clear that membership is not a condition of receiving a tenancy).
- 2.5 In fulfilment of our equality objectives, Viewpoint will seek to ensure that no individual or group is debarred from access to membership.
- 2.6 Viewpoint will not only encourage wide membership but also an active, informed and participative membership. We will therefore:
- Publicise general meetings at least 14 days before the day of the meeting;
 - Circulate information to members to assist them to make informed decisions at general meetings;
 - Make every effort to hold general meetings at a time and location suitable for the membership;
 - Make a copy of our Annual Report and audited accounts available to all members;
 - Provide information, support and training to tenant members who are interested in becoming more actively involved in decision making, in accordance with our Tenant Participation Strategy; and
 - Promote opportunities for members to seek election to our Board of Management in accordance with our policy on the Recruitment of Board members.

3. Aim (sometimes called Purpose)

Through the implementation of this policy we will seek to ensure that Viewpoint has a broad-based membership which reflects our constitution and the communities we serve. In particular, we will welcome applications from tenants, service users, community groups and other residents of the areas in which we operate.

4. Legislation/related policies

This policy complies with sections 6–12 of our Rules, which cover membership of the Association, and with Regulatory Standard 2 on openness and accountability, and Regulatory Standard 5 on honesty and integrity.

5. Scope

This policy applies to all Viewpoint employees involved in the membership process, including supporting with publicising, communication, applications, reporting and records management. It also applies to all Board Members involved in the decision-making process with regard to membership. Finally, this policy applies, as relevant to all Viewpoint members.

Further information in relation to the definition of a member, the criteria for eligibility for membership, members' rights, and associated information is set out at Appendix 1 to this policy, as well as in sections 6-12 of Viewpoint's Rules.

6. Compliance & Support

All relevant staff should familiarise themselves with this policy, and comply with its terms whilst supporting in relation to Viewpoint's membership. Training and support should be sought if required and will be provided by line managers.

7. Equality Impact Assessment (EIA)

No potential equalities issues have been identified in relation to the review of this policy, and consequently an EIA has not been completed.

8. Privacy Impact Assessment (PIA)

No potential data protection issues have been identified in relation to the review of this policy, and consequently a PIA has not been completed.

9. Monitoring & Evaluation

9.1 The Secretary is responsible for ensuring that this policy is implemented when required.

9.2 The Secretary will ensure that an annual report on current membership is submitted to the first meeting of the Board following each Annual General meeting.

9.3 The Secretary will ensure that this policy is reviewed at least every three years.

APPENDIX 1

MEMBERSHIP

1. A member is an individual or an organisation holding a share in Viewpoint and whose names are entered in the Register of Members.
2. Anyone who is 16 years or older may apply for membership.
3. No member can hold more than one Viewpoint share.

4. In principle, Viewpoint has the right to refuse membership to any applicant who might bring Viewpoint into disrepute or otherwise harm Viewpoint.
5. An organisation which is a member is free to appoint any person it considers suitable to act as its representative. A representative of an organisation cannot also be an individual member of Viewpoint.

If a representative is already an individual member when they start to represent an organisation which is a member, then the individual membership will be suspended until such times as that member is no longer a representative of the organisation (12.4 of our Rules refers).

6. Members are entitled to:
 - Attend and vote at Annual or Special General Meetings;
 - Seek election to the Board of Management; and Vote in any elections to the Board.
7. The Membership fee will not be refundable on termination of membership but will become the property of Viewpoint.