Grace Eyre
POLICIES AND PROCEDURES

Membership Policy

Date approved: May 2018
Approved by: SMT
Date for Review: May 2022

Contact Person: Miranda Keast

Who is the policy for?

All GEF & GEH Staff: YES
Shared Lives Carers: NO
Volunteers: YES
Purple Playhouse YES
Membership Policy

Introduction

The main aim of this policy is to extend and enhance the membership of the charity. The benefits we are aiming for are:

- To enhance the transparency and accountability of the board of trustees.
- To live up to our commitment to leadership by people with learning disabilities.
- To enhance our campaigning for social inclusion and against inequalities experienced by people with learning disabilities.
- To enhance our fundraising opportunities by creating ‘supporters’ of Grace Eyre.
- To improve our engagement with all our stakeholders.
- To facilitate a greater pool from where trustees can be chosen from.

Governance of Grace Eyre

The Articles of Association is the official document filed with the Charity Commission and Companies House that details what Grace Eyre is for and how it can operate.

Grace Eyre’s Articles of Association states that we can have a maximum of 200 members. All members have to be approved by the current board of trustees.

Members play an important part in the governance of the organisation. They can vote at Annual General Meetings and Extraordinary General Meetings. The membership elects the trustees who sit on the board of trustees.

What is a member?

Grace Eyre has individual members and has two routes for membership;

1. **Individual membership** – Individual members can come from any group of people and have in common that they can vote at Grace Eyre’s annual general meeting.
2. **Constituent membership** – Constituent membership is chosen from a defined stakeholder group and can vote as individuals at Grace Eyre’s annual general meeting.

All members are elected for a period of three years and at the end of this time can renew their membership for a further three years.

The constituent membership will be made up from four constituencies;
1. Service Users – people with learning disabilities that are supported by Grace Eyre in one of its services.
2. Family Carers – family members of service users.
3. Staff – any member of staff/volunteer employed by Grace Eyre or its subsidiaries on a permanent, fixed term, zero hour or volunteer contracts.
4. Paid Carers – self-employed carers contracted by Grace Eyre within the Shared Lives Scheme. Self-employed carers are recruited, approved and monitored by Grace Eyre’s Shared Lives scheme.

All constituencies can nominate individuals to be members and those nominations will be audited and approved by the board of trustees.

In terms of leadership by people with learning disabilities, Grace Eyre Friendship is a non-voting supporter of Grace Eyre. Membership is open to people with learning disabilities that use Grace Eyre services, families of those who use Grace Eyre services, staff and volunteers. Our Voices is a project with paid staff (people with and without learning disabilities) whose purpose is to promote and enhance user involvement and user leadership within Grace Eyre.

**Membership Fees**

There is no membership fee.

**Administration**

The administration of the membership will be the responsibility of the New Business and Development Director. Grace Eyre’s CRM, Salesforce, will be used to record membership details, as well as a hardbound book. Membership records will adhere to the General Data Protection Regulation.

**Communication with Members**

Members will receive the standard external newsletter from Grace Eyre once a month. There will also be twice annual general meetings for all members, which will be events that will feature external speakers on topics of interest, as well as news and updates about the charity.

**Recruitment**

Recruitment plans will be produced for each constituency to encourage as many members to join as possible, creating an active group of members from all different constituencies who are engaged, feel part of Grace Eyre, and participate in shaping and supporting the organisation.