

Are you a Member?

NICVA Membership Guide



NICVA promoting the voluntary sector - are you a member of NICVA?

NICVA is the umbrella membership organisation for the voluntary and community sector in Northern Ireland and seeks to represent the general interests of the sector. NICVA works for justice, equality and dignity throughout society by promoting opportunities for community participation in the essential decisions that affect the lives of people in Northern Ireland. NICVA ensures that its membership is informed on all key issues and regularly carries out consultations to obtain and promote the views of its members on issues which concern the sector at large.

Why not join over 1,000 other organisations which enjoy all of the benefits of NICVA services, expertise and resources at reduced rates!

Did you know... NICVA members receive 30% discount on: training, the use of the NICVA conference facilities, publications, events, preparation of governing documents, a **free** three-month subscription to Grant Tracker (NICVA's must-have resource for funding in Northern Ireland) as well as free attendance at the NICVA members' information sessions (short basic practical information sessions on operational matters) held twice a year.



Membership - the benefits you'll notice

Information and Advice

NICVA's family of websites:

www.nicva.org – a site which hosts a vast amount of good practice and other information for the sector.

www.communityni.org – a site which hosts news, events, jobs and promotional opportunities for the wider sector connecting our members to the public.

www.communitybuyer.org – a web based directory of companies which provide products and services aimed at the voluntary and community sector.

www.grant-tracker.org – a unique fundraising resource for Northern Ireland.

www.communityskillsni.org – a site focused on learning for the sector.

NICVA News: a magazine which provides up to date information on policy events, funding, NICVA resources and services.

Enews: a weekly electronic round-up of news, events, jobs and training for the voluntary and community sector.

NI Assembly Monitor: a weekly email bulletin which summarises key developments in the NI Assembly and highlights upcoming issues of importance to the sector.

Fundraising Advice: advice and training on fundraising and how to maximise income from grant-makers,

general public and social economy.

Governance and Charity Advice:

governance reviews training, advice and information with practical help in drafting and amending governing documents, obtaining charitable status and advice on best practice.

Finance: advice and information on pensions, payroll and financial matters.

Human Resources: advice and information and sample policies on all human resources procedures.

NICVA delivers its information and advice through its training calendar, consultations, events, seminars, conferences, advice notes and websites.

Representation

Policy Manifesto: produced by NICVA every three years to influence the priorities and budget of local political parties and the NI Assembly.

Policy Fora: opportunities to share information, learn from others and increase your influence in a range of policy areas.

Research: provides a wide range of statistics and information on the size, scale and scope of the voluntary and community sector. Capacity building sessions for organisations wishing to undertake research are delivered in partnership with ARK.

Building skills to influence: training and information sessions on how to influence key decision makers, eg Making policy work for you, Effective Lobbying and Understanding the Budget process. The 'Impact and Influence' tailored service will identify the key people and decision makers in the NI Assembly, Westminster and the European Institutions.

Consultation: opportunities to feed into debate and influence government policy and strategies.

Europedirect@nicva: information and resources on all aspects of EU funding, policy and events.

Events, Seminars and Fora:

opportunities to learn more about policy issues and discuss with colleagues and experts.

Resources

Conference Facilities: extensive conference and meeting facilities with free car parking.

Library Service: a facility available for reference on subjects pertinent to the sector (accessed by appointment).

NICVA Database: the most comprehensive listing of voluntary and community organisations in Northern Ireland.

Insurance: In partnership with Marsh and Allianz NICVA has designed a bespoke insurance package designed to cover the insurance requirements of voluntary and community organisations.

Advertising and Promotion

Recruitment: free on-line advertising of your voluntary and community sector job vacancy.

Who can join?

Full NICVA Membership: is open to all independent voluntary and community organisations. A branch of a Northern Ireland organisation cannot be a full member (see enclosed application form for costs).

NICVA Subscriber: individuals, businesses, public sector organisations, churches, trade unions, political parties and voluntary groups which are ineligible for full membership. Groups which are not active or organised in Northern Ireland can subscribe to NICVA services (see enclosed application form for costs).

(Subscribers are entitled to receive NICVA News and use NICVA's brokered services. They do not have nominating or voting rights at NICVA's general meetings or in the election of NICVA's Executive Committee.)

Additional Mailings: Additional mailings can be supplied to members at their request to branch offices. This service is available only to organisations whose main office is a Full Member or a Subscriber to NICVA's Services (to include a copy of NICVA News only each month). Cost: Full Members - £65.00 per year; Subscribers - £70.00 per year.

How to Apply



Once you've decided that membership of, or subscription to, NICVA is right for your organisation, we want to make the process as easy as possible.

In general, a membership application will take up to eight weeks to fully process. We aim to keep you fully informed throughout the process, and you can contact the Membership Officer at any time.

If you are applying for Full membership of NICVA you must sign up to NICVA's Mission, Vision and Values. We will also require the following documentation:

1. A copy of your group's governing document (eg constitution).
2. Your latest annual report (if unavailable, a copy of the minutes of your latest board/executive or management committee meeting).
3. Your latest set of annual accounts (if unavailable, a copy of your latest bank statement).
4. A list of the members of your board/executive or management committee.

We will be unable to process your application without this information

Please return the completed application form, along with the required supporting documents and the appropriate payment to:

**Membership Officer
Member Services
NICVA
61 Duncairn Gardens
Belfast BT15 2GB**

Tel: 028 9087 7777

Fax: 028 9087 7799

email: frances.mcatamney@nicva.org

Once approved, your organisation will receive the NICVA Members' Welcome Pack which includes full details on the services which members are entitled to. Membership begins in the month of approval.

If you would like more information on NICVA's benefits or services, please contact our Membership Officer at the above address. The membership application form is also available to download on www.nicva.org



If you need any more information please contact:

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