

Community and Neighbourhood Houses and Centres Association Inc (CANH)

Strengthening Local Communities

Membership Information and Application Form



What is CANH?

Community And Neighbourhood Houses And Centres Association Incorporated (**CANH**) is the peak body for close to ninety community centres and neighbourhood houses throughout South Australia. CANH was formed in 1983 to promote and support the sector and advocates for the needs and interests of houses and centres to a variety of organisations and government departments. CANH also provides support, information and training on an individual and regional basis to houses and centres throughout metropolitan and country South Australia to assist them to deliver the best possible range of opportunities and services to their participants, management committee members and volunteers.

CANH is governed by a Board of Management made up of representatives from each of the five CANH regions. The Board meets eight times a year and is responsible for employing the Association's team of workers that currently consists of an Executive Officer, Sector Development Officer, Communications Officer, Workforce Development Officers and an Office Administrator. Various project staff are also employed from time to time. CANH is assisted in its role by funding from various State Government Departments including Department for Families and Communities, Department of Further Education, Employment, Science and Technology, SA Health and Office for Recreation and Sport and non-government sources and also generates its own income from special projects and membership fees.

CANH'S philosophy is based on the following:

- equality and justice for people who are disadvantaged or discriminated against,
- community services controlled and managed by local people,
- community services provided through community development,
- services that focus on prevention,
- local people participating in social research planning to improve their community and future, and,
- people making the links between personal development and social change.

CANH VISION

For communities that develop through participation, engagement and skills development. We will act as a catalyst or this to happen.

CANH MISSION STATEMENT

The Association provides.....

Service, support and enhancement and advocacy to Community Centres and Neighbourhood Houses to enable them to deliver the best quality service to their participants.

CANH OBJECTIVES

- To assist in the establishment, resourcing, operation and development of the network of Houses and Centres.
- To encourage mutual support and cooperation within the network and with other human service agencies.
- To initiate and develop policies and strategies that will strengthen and support the network.
- To represent the interests of Centres and Houses at local, state and national forums.
- To advise government and non-government agencies on policies and strategies for the support and development of the network.
- To be a central reference for data and information about the network.
- To enable and provide for member Centres and Houses to undertake activities of a benevolent nature without discrimination including support, practical assistance and relief to those people in the community who are economically and socially disadvantaged.
- To do all such other things as may be incidental to the attainment of such objects.

What is a Community or Neighbourhood House or Centre?

Community Centres and Neighbourhood Houses operate in their local community to provide services and support for many South Australians through a community development framework. Frequently, Houses and Centres are governed by a board of management with one part time community development worker and a team of volunteers. Others may be auspiced by Local Government or a larger Non Government Organisation.

Houses and Centres respond to individual and community needs through supporting the provision of services, programs and activities in an informal, caring and supportive environment. Centres and Houses encourage personal and community development and an overall sense of empowerment through involvement. Most importantly, they value and recognise the diversity of their community and actively seek and value the contribution of all people's knowledge, skills, abilities and life experience.

Programs and services can include life skills training, adult education, recreational activities, children's programs, community awareness and support programs. Houses and Centres undertake projects at a "grass roots" level, engaging their communities in activities that strengthen individual and community capacity and resilience.

CANH Membership Benefits

CANH invites applications for membership from any interested organisation or individual. Refer to page 6 for details of membership categories.

Full membership entitlements include:

Information

- a quarterly newsletter
- fortnightly electronic newsletter
- access and use of resources
- assistance for established or developing houses and centres
- participation in regional meetings and providing the opportunity to
 - develop regions
 - network
 - peer support
 - share information
 - leadership development
- access to information about the state-wide and national networks
- support with program and course development
- governance support
- training opportunities
- gain qualifications
- opportunity to participate in various programs eg ***be active***, Anti-Poverty Week
- seminars, forums and conferences
- mail - outs and publications
- telephone and email contact
- on site visits
- support from CANH Project Staff

Advocacy

CANH promotes and advocates for the needs and interests of houses and centres to a variety of organisations and government departments.

Unity

CANH provides opportunities for working together on common issues at both regional and State levels.

Highlights of our yearly activities include:

- **National Neighbourhood House Week** (usually coincides with National Volunteers Week in the middle of May each year).
- **CANH Annual Conference** (which is usually held the week after National Neighbourhood House Week – during the last week in May each year).
- **Adult Learners Week** in September each year.
- **Anti-Poverty Week** in October each year

CANH provides representation to a range of relevant non-government organisations to ensure that the views of houses and centres are heard at Local, State and Federal levels.

CANH is also an active member of the national body for community and neighbourhood houses and centres. *Australian Neighbourhood Houses & Centres Association* represents more than 1000 houses and centres across the nation and organises an Annual Meeting for representatives from each State.

CANH Service Standards

The CANH team will:

- Exercise due courtesy, consideration, sensitivity, fairness and equity in all dealings with members, partners and the broader community
- Ensure the privacy of members in accordance with the privacy principles
- Acknowledge all communications
- Seek to reply to telephone messages within one working day
- Seek to acknowledge or answer correspondence within 5 working days
- Provide consistent and reliable service
- Provide expert and professional advice including referral to appropriate services
- Welcome and acknowledge suggestions as to how our service can be improved, and implement suggestions where appropriate

Complaints Procedure

If you have any comments or complaints in relation to the work undertaken by CANH you are urged to:

Step 1: Take up with the officer(s) concerned

Step 2: Refer to the Executive Officer, CANH

1/25 Naldera Street, Glandore SA 5037

Tel: 8371 4622 Fax: 8371 4722 Email: gill.mcfadyen@canh.asn.au

web: www.canh.asn.au

In extreme circumstances, if you feel that your complaint has not been dealt with satisfactorily through the channels above, you are advised to contact the Office of the State Government Ombudsman, ph 8226 8699 or toll free 1800 182 150.

The full complaints policy and procedure is available by contacting CANH or from the CANH website.

Membership Types

CANH Constitution states that Community or neighbourhood house or centre' means an organisation that is open to all the community and that shall run community programs and activities, shall co-ordinate resources and facilities within the community, shall actively involve and encourage volunteers, shall attempt to meet community needs and encourage active community involvement in programming and decision making.

Full members shall be not for profit community organisations operating as community and neighbourhood houses and centres which have agreed to accept the above objects, applied in writing for membership, paid the prescribed membership fee, and which are accepted as members by majority vote of the Board or of a General Meeting. On membership application or renewal, a full organisational member is required to appoint (2) representatives who are entitled to attend and speak on its behalf at General Meetings but only one (1) representative has voting rights at these meetings.

Affiliate members shall be organisations which do not meet all the requirements of a community or neighbourhood house or centre as set out in the definition at clause 2a) but which support the above objects, have applied in writing for membership, and which are accepted as an affiliate member by majority vote of the Board or of a General Meeting. An affiliate member can nominate a representative to attend and speak but not vote on its behalf at General Meetings.

Associate members shall be adult persons who have agreed to accept the above objects, have applied in writing for membership, have paid the prescribed membership fee and who have been accepted as an associate member by majority vote of the Board or of a General Meeting. An associate member can attend and speak but not vote at General Meetings.

Honorary members shall be adult persons nominated according to current criteria established and voted on by the Board who have agreed to accept the above objects, accepted nomination in writing with the membership fee being waived. An honorary member can attend and speak but not vote at General Meetings.

Applications for CANH Membership are subject to approval by the CANH Board. To assist the Board's consideration of the application, organisations applying for full membership should attach a copy of the organisation objectives and a brochure of activities (where applicable). Organisations or individuals unclear about their eligibility for seeking CANH membership are encouraged to discuss their situation with a CANH staff member.

Application Process

Complete the CANH Membership Application and forward to the CANH office with relevant support material.

Applications are forwarded to the CANH Board to assess if the application meets CANH membership criteria.

On approval, applicants will be advised by letter and a tax invoice forwarded

Membership will be activated on receipt of membership payment.

MEMBERSHIP APPLICATION FORM

ABN: 98 522 761 073

I/We wish to become members of CANH.

Organisation Name: _____

Address: _____

Postal Address: _____

Telephone: _____ **Fax:** _____

Email: _____

ABN: _____

Contact Person (Staff): _____

Position: _____

Contact Person (Board): _____

Position: _____

I wish to apply for the following type of membership: *(Tick appropriate membership type)*

FULL MEMBERSHIP

\$

- | | |
|--|-------|
| <input type="checkbox"/> Neighbourhood House OR | 82.50 |
| <input type="checkbox"/> Community Centre | 82.50 |

AFFILIATE ORGANISATION

- | | |
|---|-------|
| <input type="checkbox"/> Non-government | 82.50 |
| <input type="checkbox"/> Local/State/Federal Government | 93.50 |

ASSOCIATE

- | | |
|----------------------------------|-------|
| <input type="checkbox"/> Waged | 44.00 |
| <input type="checkbox"/> Unwaged | 33.00 |

HONORARY

- | | |
|---|---|
| <input type="checkbox"/> By invitation only | - |
|---|---|

Return to: Community and Neighbourhood Houses and Centres Association Inc.
 1/25 Naldera Street, Glandore SA 5037
 Fax: 8371 4722 Email: info@canh.asn.au

Membership Eligibility

In considering an application for **Full Membership** of **Community And Neighbourhood Houses and Centres Association Inc.** the CANH Management Board require evidence that the applicant meets CANH membership criteria. In considering other membership categories, CANH requires evidence that the applicant supports the objectives of the Association.

Please complete the following:

- | | |
|--|---------------|
| • Applicant core business is community development | Yes / No / NA |
| • Applicant is a non-profit community organisation | Yes / No / NA |
| Incorporated Body | Yes / No / NA |
| Auspiced by Local Government | Yes / No / NA |
| Auspiced by other Not for profit organisation | Yes / No / NA |
| Other (List) | |
| • Applicant runs programs and activities which are available to all community members | Yes / No / NA |
| • Applicant actively involves and encourages volunteers | Yes / No / NA |
| • Applicant assesses and responds to community needs on an ongoing basis | Yes / No / NA |
| • Applicant encourages active community involvement in programming and decision making | Yes / No / NA |
| • Applicant applied in writing for membership | Yes / No / NA |
| • Applicant has been accepted as member by majority vote | Yes / No / NA |

Please enclose with your application a copy of the following:

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

I/We agree to accept the objectives of the Community and Neighbourhood Houses and Centres Association.

Signed: _____
(authorised to sign on behalf of organisation)

Full Name: _____

Position (where applicable): _____

On behalf of: _____
Organisation Name (where applicable)

Date: _____

Thank you for your application for CANH membership – please contact CANH if you require further information to assist completing this form