

# CAG Devon membership agreement

This agreement verifies that: \_\_\_\_\_ [group name]

is a member of Community Action Group (CAG).

## As such, the CAG team will:

1. Provide advice, information and mentoring on setting up and maintaining a community action group.
2. Provide support to groups as required, via phone, online, in person or at group events, by mutual agreement.
3. Signpost funding opportunities to members and offer guidance on applications.
4. Provide members with exclusive access to our small grant fund.
5. Support groups to have the correct level of insurance in place, offering low-cost accessible insurance, where appropriate.
6. Provide risk assessment templates and support in completing these appropriately.
7. Promote members, their events and news through CAG Devon's communications channels and in the media, where appropriate.
8. Provide a CAG Devon website to:
  - a. Advertise CAG Devon events and activities.
  - b. Inform CAG Devon members and the wider public about current news and events.
  - c. Provide information to members of the public about CAG Devon and individual groups.
9. Provide access to data collection and monitoring tools, as well as support and training on how to use it to benefit your group.
10. Provide training, skill-sharing and networking events to inspire and build knowledge.
11. Maintain online resources and project guides to help and guide groups in the setting up of new activities.
12. Provide advice, expertise and mentoring, as well as practical help, on setting up or maintaining specific projects or events.
13. Provide liaison between community action groups and local government, partner organisations and other related bodies.



## In return, the group will:


1. Agree to a set of aims and objectives to include re-use, repair, reduction, sharing, surplus food, composting, biodiversity, energy and sustainability.
2. Demonstrate clear benefit to the community, provide opportunities for volunteering and not be for private / individual profit.
3. Be active, holding activities or projects each year.
4. Have a constitution or terms of reference as to how the group will operate; or show how you are working towards this.
5. Ensure you have appropriate insurance cover for activities.
6. Be responsible for completing risk assessments for all events and activities to prevent accidents and to validate your insurance cover, templates can be provided.
7. Collect data appropriate to the events, activities or projects and submit them to CAG Devon. This allows us to communicate and feedback the impact of your action in reducing carbon emissions, reducing waste to landfill or otherwise.
8. Open a bank or building society account or be in the process of doing so, unless using the bank account of an umbrella organisation.
9. Have a safeguarding policy for your group. Templates can be provided.
10. Inform the CAG Devon team if the group is inactive or has been disbanded.

## We actively encourage our groups to:

1. Play an active role in the CAG Devon network e.g. come and participate in our annual CAG Devon SkillShare, share your experiences and learnings at Collaborate groups.
2. Share your events and activities with the CAG Devon team, so we can help to promote your events far and wide.
3. Share knowledge, information, skills and resources with other CAG Devon members – so that we can all learn and play a part in building a sustainable future.

## We recommend that our groups follow best practice:

1. Appoint key positions of at least a chair/group contact and a treasurer, as well as providing contact details of these to the CAG Devon team.
2. Manage finances correctly and keep an audit trail.



Please note: CAG Devon is open to all groups, providing activities do not involve the advancement of religion or personal political agendas, by imposing it on service users and volunteers or encouraging them to pursue those activities.

We agree to become a member of the CAG Devon:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of: \_\_\_\_\_ [group name]

We agree to provide the support listed above:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ on behalf of CAG Devon

Date: \_\_\_\_\_