**Almond Housing Association**

**Membership Application Form**

Please complete this form if you wish to join the Association, either in a personal or professional capacity. When completing the form, please refer to the Membership Statement attached.

Almond Housing Association actively welcomes applications from all persons who are interested in supporting our aims.

There are no barriers to becoming a member of Almond Housing Association, and you do not have to live or work within the community geographical area in order to have an interest in our work.

Applications for membership will be subject to approval by the Board of Management, and payment of the £1 membership fee.

Benefits of becoming a Member of Almond Housing Association:

* Regular updates about the Association through the ‘Almond View’ newsletter
* Right to attend and vote at the Annual General Meeting
* Involvement in consultations that affect the local community
* The chance to stand for election to the Board of Management

**General Information [Please print clearly, apart from email address]**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you an Almond tenant or service user? **Yes/No\***

*[\*Circle your answer]*

**Skills and Knowledge** **Information**

Are you (or have you been) involved in other voluntary work? **Yes/No\***

*[\*Circle your answer]*

(If ‘yes’ please provide details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If you are a tenant, would you be interested in participating in a Tenants’ Focus Group?

**Yes/No\***

*[\*Circle your answer]*

Please describe why you are interested in joining Almond Housing Association:

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**DATA PROTECTION STATEMENT**

1. Almond Housing Association will comply with the Data Protection Act in how we record and use your name, address and any other personal details you have given us.
2. Your personal details will be added to our Register of Members.  A version of the Register containing your name only may be inspected on request by members of the public.  The full details on the Register will not be available to anyone outside Almond Housing Association.
3. We will only use your personal details to communicate with you regarding Special or Annual General Meetings of the Association or to send you information about our activities such as Newsletters.

**I apply to become a Member of Almond Housing Association and enclose the sum of £1.00**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send your completed application form to: Angela Coutts, Head of Corporate Services, Almond Housing Association, New Almond House, 44 Etive Walk, Craigshill, Livingston EH54 5AB**

**MEMBERSHIP STATEMENT**

1. Almond Housing Association is a registered social landlord (RSL) that provides affordable housing in West Lothian. It is an Industrial and Provident Society and registered Scottish charity, and is run by a Board of Management that is made up of volunteers.
2. Membership of Almond Housing Association is open to anyone who is aged 18 years or over and has an interest in our work. Almond tenants may become members at the age of 16. To become a member, you must buy a £1 share in the Association. This entitles you to attend and vote at all general meetings and to receive information about our activities through the Annual Report and newsletters.
3. People become members to demonstrate their support for Almond’s work and, in the case of members who are not also tenants, to enable them to receive information about our activities.
4. Members who want to play an active part in influencing Almond’s affairs may apply to join the Board of Management. Members are elected at the AGM and normally serve for three years. At the end of this period, a member can, if they wish, stand for re-election. The responsibilities of being a member of the Board of Management are considerable. The Board is the governing body of the Association and Board members have the status of Directors and Trustees of the charity.
5. The Board of Management is responsible for, amongst other things:

* ensuring that Almond complies with all legal and regulatory requirements;
* deciding and guiding Almond’s strategy;
* employing staff;
* agreeing Almond’s policies;
* making sure that Almond has adequate funding available to meet its obligations as a landlord and as an employer;
* assessing and managing risk.

1. Board members are provided with training to make sure they can carry out their responsibilities effectively. Almond has developed a statement of roles and responsibilities for Board members that describes what is required. This is used to help recruit new members and also to help existing members review their contribution on an annual basis. If you would like information about becoming a member of the Board of Management, please contact Angela Coutts, Head of Corporate Services.
2. Almond makes sure that its work is informed and influenced by the views of tenants and other service users. This is a regulatory requirement as well as being good practice. Almond does this by maintaining regular contact with tenants through focus groups - they play an important part in consultation about new developments or changes in services and are an important source of information about performance and service delivery standards.
3. Tenant focus groups are also consulted about specific projects – for example the feedback from resident satisfaction surveys is considered by a group which makes suggestions to the Board of Management about how to respond. If you would like information about becoming a member of a focus group, please contact Angela Coutts, Head of Corporate Services.