

## **CISVic ASSOCIATE MEMBER INFORMATION KIT**

### **1. Introduction**

Community Information & Support Victoria Inc. is an Incorporated Association of member agencies that provide community information and support services to their local communities throughout Victoria.

CISVic's membership has agreed to a new category of membership. The Standards required to qualify for this new membership category are listed at Attachment 1.

### **2. Advantages of Associate Membership**

#### **1. Insurance**

- Public and Products Liability
- Professional Indemnity
- Directors' and Officers' Liability
- Association Liability
- Medical Indemnity
- Personal Accident

Contents and building insurance are the responsibility of the Associate member.

#### **2. Access to CISVic training opportunities, which are low cost, and can provide pathways to further education and to employment**

- Accredited training includes Assess and Deliver Services to Clients with Complex Needs (50 hours), and the Course in Emergency Relief Work (15 hours)
- Non-accredited training includes Dealing with Challenging Situations, Governance, Privacy, and Occupational Health and Safety

CISVic is also in the process of making the accredited training available via the Internet, on CD ROM and DVD, so that training is more accessible and able to meet the differing needs of learners

#### **3. Access to policies including: Confidentiality, Privacy, Impartiality and Objectivity, Independence, Information, Advocacy, Ancillary Services,**

Volunteering, Access and Equity, Language, Emergency Relief, Violence, and Staff Debriefing

4. Ability to participate in CISVic Sub-Committees, and to apply to be co-opted to the CIVic Committee of Management
5. Access to CISVic regional network meetings, including support and mentoring, and other networking opportunities
6. Increased profile
7. Ability to participate in surveys and subsequent representation to governments and other stakeholders
8. Provides a pathway to Provisional membership and subsequently full membership, which includes voting rights. (Provisional members work towards membership within a 12 month period, and they have the full benefits of membership, excluding voting rights).
9. Further information about CISVic, including a copy of the latest Annual Report, is available from the web site [www.cisvic.org.au](http://www.cisvic.org.au).

### 3. Procedure for Associate Membership Approval

1. The organisation completes the Application Form
2. The application is considered by the Committee of Management
3. The Committee assesses the application against the appropriate Standards of membership
- 4. If compliant with the standards, a visit to the organisation and a meeting with their Committee of Management (COM)/Board is held**
5. The Committee will accept or reject the application.
6. Membership fees are set by the Committee of Management and paid annually. Pro rata fees will apply for members joining during the year as memberships are renewable each January.
7. Associate members may attend Annual General meetings and Special General meetings of the Association but do not have voting rights.