



LOCKING PARKLANDS COMMUNITY INTEREST COMPANY

MEMBERSHIP APPLICATION to REPRESENT Resident Members of LP CIC at Committee and Board level

Locking Parklands Community Interest Company is seeking to appoint new representatives to the organisation at Committee and Board level. Residents who are members of the LP CIC and of a variety of ages, experiences and skills may wish to consider applying to a voluntary position to contribute their services and skills for the benefit of the community. We need resident members who can assist in a variety of ways, as indicated in the 'advertisement' in the recently distributed Newsletter.

The number of vacancies for each area that we would like applications for, are indicated alongside, together with brief information about each category. Read the notes carefully when indicating where you would like to be involved – your involvement may cover more than one category. If there are more applicants than places available for a particular category, then a short-listing procedure will occur if appropriate.

There always exists many opportunities for residents to volunteer to assist throughout the year in different, important ways to become involved for the benefit of the community, eg Litter Pick, helping at ad hoc events, joining a club, participating in events, attending Residents' Forum meetings, etc. As we progress we hope that the categories of resident involvement will also increase.

APPLICATION PROCESS - ELIGIBILITY CRITERIA:

- ◆ Only those who are a registered member of the Locking Parklands Community Interest Company [the "Company"] are eligible to apply to REPRESENT other members of the LP CIC
- ◆ The term of 'tenure' to represent members is 3 years. A representative member can stand for re-election at the end of his/her term.
- ◆ The Representative position/s are on a 'volunteer' basis, there is no remuneration attached to the role.
- ◆ The applicant should complete this application form fully, providing the name and contact details of the person 'seconding or supporting' their application – this should be signed by the 'seconder'.
- ◆ Applicants should carefully study the areas whereby they can contribute and best use their skills and clearly indicate the category you would like to be involved in by prioritizing your preferences, eg Warden – Snow Team Leader = 1; Member of the Community & Learning Panel = 2,
- ◆ Please be aware that all applicants should make themselves available for an informal 'meet and greet' session to other company members.
- ◆ Applicants for the role of 'Shadow Board Member' will be required to give a short presentation to members, of why they would like to represent Resident Members and how they can best contribute to the work of LP CIC and the community. An election will be held by ballot of members of the company for this role.
- ◆ The Housing Association providers will always have one representative on the shadow board, if they opt to nominate someone.
- ◆ Membership of the Board will be reviewed and increased where appropriate.

Data Protection:-

By participating in this application process and providing personal information, you are providing your consent to LP CIC to securely retain the data for the duration of the procedure and for 3 months thereafter for statistical and marketing purposes. You may apply in writing via lpshadcic@gmail.com to see how the data is stored and apply for the removal/deletion of the data.

PERSONAL INFORMATION: [Please print clearly]					
Surname:		First Name:		Date of Birth: [For Insurance Purposes only]	
Preferred Title:	Mr / Mrs / Ms / Miss / Other				
Address:					
Post Code:					
Preferred method of Contact - Please indicate and provide details					
E-mail	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	SMS/Text	<input type="checkbox"/>
				Post	<input type="checkbox"/>
Current Occupation [if applicable]:		Preferred Time of Contact:	am	<input type="checkbox"/>	pm
				<input type="checkbox"/>	<input type="checkbox"/>
How long have you lived at Locking Parklands?			years		

YOUR SKILLS / INTERESTS / HOBBIES

WITHIN the CIC - Please tick the areas you believe you have skills that would be useful to the organisation
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You may tick more than one item	Tick	Brief details of experience
Administration		
Catering		
Driving		
Event Planning		
Finance		
Gardening		
Health & Safety		
Housekeeping		
Information Technology		
Reception		
Maintenance / DIY		
Other- please state		

You may tick more than one item	Yes	No
Leaflet distribution		
Organise an Activity/Event		
Setting & Leading up a Club/Activity		
Setting up Events		
Help at the actual Event		
Clear away after Event		
Be a 1 st Aider at Event		
Be an Ambassador/Greeter		
Maintenance/DIY		
Environment Protection /Gardening		
Other – please state		

The table below shows where we need people for the Volunteer Steering Group – You may indicate your commitment in more than one category showing your order of preference. This information will be used in the short-listing process. Advice and guidance will be available to support volunteers. We thank you for taking the time to consider volunteering for LP CIC and working towards building a thriving community of which we can all be proud.

PLEASE INDICATE CLEARLY THE CATEGORY YOU WISH TO APPLY FOR – show your preference			1	2	3
CATEGORY	Places Avail	Description			
SET UP, LEAD & ORGANISE The Community & Learning Panel	2	Chair & Vice Chair Event Planning for Community Events and Educational training opportunities. Encouraging residents to become involved in community activities and supporting the establishment of new clubs and events. Ensuring all regulations, H & S, Risk Assessment, 1 st Aid etc are in place where appropriate. Help set up events and activities and clear away; Organise Leaflet drops. Keep Community Notice Boards up-to-date. Regular meetings with other resident representatives.			
Be an active MEMBER of the Community & Learning Panel	6 - 8	Ideally, it would be good if we could have members from each phase or street area of the development. A cross-section of all age people to provide mixed ideas/views. Attend regular planning meetings; assisting with the organisation of a variety of activities and events during the year; Help set up events and activities and clear away; Leaflet drops; Steward at events on a Rota basis; 1 st Aider at an Event. Ensuring all CIC Gazebos/tools equipment etc are in good working order and kept ready for the next event.			
NEIGHBOURHOOD LIAISON	2	Promoting the good work of the CIC – through its aims and objectives, eg community cohesion, supporting integration etc Liaise and work with the Management Groups and Parish Council of Locking Village, Locking Grove and Flowerdown Park. Regular meetings with other resident representatives to provide update reports.			
ADMINISTRATIVE ASSISTANTS	2	Assisting in the background with administration tasks for general CIC document preparation and assisting with the daily management of the community facility. Carry out research tasks, as well as providing back-up support to all the sub-committees, preparing flyers, updating RW Notice Boards; respond to e-mails, assist with research and archiving materials.			
WARDEN LEADERS for <ul style="list-style-type: none"> • Tree Team • Environment Team • Snow Team • Flood Team + Active Team Members	3/4 Team Leaders + 5-12	Tree, Environment, Snow and Flood Teams Leaders - but with as many team members as possible, especially as the development grows, again one per street for Snow & Flood. Only 2/3 for Trees. These are essential roles in helping to protect our living environment, reporting issues of concern, taking care of the living space to help to keep all our residents safe at times of necessity. Regular meetings with other resident representatives.			
SHADOW BOARD MEMBER Includes all the above	3	Administration, preparation and Chairing of Residents' Forum. Responding to communications from Residents. Assisting with the preparation of company policy, procedures and guidelines. Attending and participating at several Board meetings throughout the year. Representing the views of the resident members. Regular meetings with other resident representatives. Promoting and up-holding the good image /name of LP CIC. Be fully involved as a representative and act on behalf of the interests of the Residents by joining in with the Shadow Board and assist with the decision-making issues affecting the long-term management of the Development. <i>For this role - Applicants should be prepared to give a short presentation to members before an election. This should briefly outline their skills and expertise, what they feel they can bring to LP CIC and how they can best represent the views of the resident members of LP CIC.</i>			

- ❖ Overall, we are trying to build a team that are prepared to be adaptable, to work independently and collaboratively within a team, share workload to suit individual availability and commit to working for the benefit of the Locking Parklands community.

YOUR AVAILABILITY - Please tick all applicable

Weekdays	<input type="checkbox"/>	All Day	<input type="checkbox"/>	Mornings	<input type="checkbox"/>	Afternoons	<input type="checkbox"/>	Evenings	<input type="checkbox"/>
Weekends	<input type="checkbox"/>	School Term	<input type="checkbox"/>	School Holidays	<input type="checkbox"/>	Flexible	<input type="checkbox"/>	Other [specify]	<input type="checkbox"/>

TELL US BRIEFLY, WHY YOU HAVE DECIDED TO VOLUNTEER FOR LP CIC AND/OR STAND FOR ELECTION TO THE SHADOW BOARD?

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SECONDED/SUPPORTED BY:

Please provide the Name, Address and Contact Numbers for **one/two** seconders, **who have known you for at least TWO YEARS**. It may be friends but must NOT be family members, nor another person making an application at this time. Seconders should be a member of the LP CIC.

Name:	Name:
Address:	Address:
Post Code:	Post Code:
Telephone No:	Telephone No:
E-Mail:	E-Mail:
How is this person known to you?	How is this person known to you?
How long have you known this person?	How long have you known this person?
Signature:	Signature:

Please be advised that applicants are subject to Reference/Secunder Checks. In addition, Disclosure and Barring Checks may be carried out where applicable, ie where duties involve contact with children.

Data Protection

I understand that LP CIC may hold personal data in relation to my voluntary work and be required to process data within the requirements of the GDPR.

I hereby confirm that I wish to be appointed to the Volunteering Steering Group and/or to the Shadow Board of Locking Parklands Community Interest Company [the "Company"]. I understand that my appointment may be subject to a vote of members. I also confirm that I am a member of the Company and that I will undertake the duties of a member of the Board willingly and with the interests of the members paramount at all times and for the overall benefit of the community.

Name:	
Signature:	Date of Application:

PLEASE SUBMIT YOUR COMPLETED APPLICATION in black ink by **Thursday 11 October 2018** either by post or electronically, using the details below.

The Shadow Board Locking Parklands Community Interest Company <i>The Radio Wing</i> McCrae Road Locking Parklands Weston-super-Mare BS24 7LZ	For the Attention of Emily Crossland Locking Parklands Community Interest Company c/o Mainstay Residential Limited Whittington Hall Whittington Road Wittington Worcester WR5 2ZX
E-Mail: lpshadcic@gmail.com	E-Mail: EmilyCrossland@mainstaygroup.co.uk