



# CAG Somerset membership agreement

This agreement verifies that:

\_\_\_\_\_

is a member of the Community Action Group (CAG) Somerset Network.

## **As such, the CAG Somerset 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 Somerset's communications channels and in the media, where appropriate.
8. Provide a CAG Somerset website to:
  - a. Advertise CAG Somerset events and activities.
  - b. Inform CAG Somerset members and the wider public about current news and events.
  - c. Provide information to members of the public about CAG Somerset 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 best practice 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 and composting, tackling climate change or encouraging sustainable behaviours within communities as part of their wider ambitions.
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 Somerset. 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 Somerset team if the group is inactive or has been disbanded.

## **We actively encourage our groups to:**

1. Play an active role in the CAG Somerset network e.g. come and participate in our annual CAG Somerset SkillShare, share your experiences and learnings at Collaborate groups.
2. Share your events and activities with the CAG Somerset team, so we can help to promote your events far and wide.
3. Share knowledge, information, skills and resources with other CAG Somerset 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 Somerset team.
2. Manage finances correctly and keep an audit trail.

Please note: CAG Somerset is open to all groups, providing they do not discriminate against anyone with any protected characteristics. We are open to faith groups/organisations if, in the delivery of their CAG-related support, they are inclusive and do not impose their beliefs on service users and volunteers. Groups cannot impose their personal, political or faith agendas or encourage others to pursue those activities.

We agree to become a member of the CAG Somerset:

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

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

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

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

We agree to provide the support listed above:

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

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

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

Resource Futures and CAG Somerset are committed to protecting data and respecting the privacy of any persons we deal with. Our Privacy Policy explains what data we collect, why and what we do with it. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy policy. We will never share any information you provide with any third parties unless we are under a legal obligation to do so.