# *5 Chancery Lane, Ballarat, PO Box 547 Ballarat Vic 3353, Ph: 5331 5999 E: reception@bgcls.org.au*

# BALLARAT & GRAMPIANS COMMUNITY LEGAL SERVICE MEMBERSHIP KIT

# 2020/2021

# Ballarat & Grampians Community Legal Service (BGCLS) would like to thank you for your interest in joining or renewing your membership. BGCLS is always seeking community members who wish to contribute towards making Ballarat and Grampians a more equitable place to live, work, and study.

# The process for becoming a member of BGCLS is easy. Download a copy of our Rules which all members need to be familiar with. Next, fill out the form below and return it to us. Feel free to scan and email to it us or deliver it via post.

# And lastly, BGCLS is a registered charity therefore there is a small annual membership fee that should be paid upon submitting your application. Options of how to send funds are provided below. If you are interested in joining the Committee of Management, you must first be a paid member of the organisation.

# About BGLCS

# BGCLS is a not-for-profit organisation providing free legal advice, information and community legal education to people who live, work or study in the Central Highlands and Wimmera regions of Victoria.BGCLS assists not only with individual legal matters, but also more broadly in community development, community legal education, capacity building and law and policy reform projects based on the needs of our community.We actively work in partnership wherever possible, with government, Victoria Legal Aid and other publicly funded legal assistance service providers, pro bono contributors, the private legal profession, community services agencies and other community partners to ensure the best outcomes for their clients and community.

# Why we exist

# Community Legal Services exist to provide assistance to vulnerable and disadvantaged clients within their communities, specifically those individuals who cannot afford private legal representation and who are unable to obtain legal aid funding. We are often the first point of contact for people seeking assistance or their last resort when all other attempts to seek legal assistance have failed.

# Funding

# BGCLS receives Commonwealth and State Government funding and seeks alternative funding options such as philanthropic funds for specialised programs.

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| **Our Vision** | **Our Purpose** | **Our Values** |
| Striving for an informed community with access to justice through the law. | Providing high quality professional legal services, education, support and advocacy to promote inclusion and enhance collaboration.  | Integrity, respect, inclusivity, confidentiality, accountability, collaboration.  |

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| **Values** | **What does this mean for BGCLS?** |
| Integrity | Demonstrating honesty and trustworthiness in all aspects of our work, being ethical at all times |
| Respect | Treating our clients, volunteers, staff and partners with respect and valuing what each has to say and contribute |
| Inclusivity | Embracing our differences, encouraging all communities to support and access our service |
| Confidentiality | Ensuring privacy for all clients in all aspects of our work |
| Accountability | Demonstrating high quality and professional services, being responsible for our work, our successes and our challenges |
| Collaboration | Working together with our clients, volunteers, partners and communities to achieve sustainable change |

# Our Priorities

Priority 1 Deliver high quality legal services

Priority 2: Deliver innovative and holistic non-legal services

Priority 3: Enhance prevention and intervention advocacy for family violence

Priority 4: Build / strivefor a sustainable not for profit business mode

Priority 5: Be accessible to and inclusive of all of our communities

Priority 6: Deliver client centred collaborative service planning

Priority 7: Provide a safe and supportive organisational culture

# Membership

As an Incorporated Organisation, we rely on memberships from individuals, students and organisations. Memberships are inexpensive and provide the opportunity to vote at annual and special meetings and the chance to nominate to join our governing Committee of Management.

Membership Runs from October to October. All members wishing to nominate for the Committee of Management must have their memberships submitted and approved no later than 14 days prior to the Annual General Meeting. Annual General Meetings are generally held in early November.

**Benefits of Membership**

As a member of BGCLS you will not only be supporting your local Community Legal Service and the most vulnerable of clients, but you will also receive:

* Seasonal E Newsletters
* A copy of our Annual Report
* Invitation to our Annual General Meeting and the ability to Vote
* Access to forums, information, and professional development opportunities
* Ability to nominate for the Committee of Management

**Committee of Management**

The Committee of Management has particular interest in attracting people with skills in strategic planning, policy, human resources, finance, grant seeking and fundraising.
BGCLS is committed to ensuring the diversity of our Committee represents the diversity of our communities. Women, Indigenous people, people with a disability, young people, and people from culturally and linguistically diverse backgrounds are encouraged to apply.

All Committee of Management members must be members of the organisation as set out in the [Rules of Incorporation](http://www.bgcls.org.au/uploads/5/0/9/4/50949685/bagcls_rules_january_2019.docx.pdf).

BGCLS is ran by a Committee of Management (COM) that is made up of community members appointed or elected in accordance with our Rules of Incorporation. The COM sets the strategic goals for the organisation and makes certain decisions. The COM is also responsible for reporting to governing bodies about the organisation’s activities.
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Generally, the COM will be responsible for governing and overseeing the organisation including:

* Strategic Planning
* Financial Management
* Overseeing Risk Management
* Supporting the Management Team
* Ensuring the sustainability of the organisation
* Reporting to members
* Ensuing the organisation operates within the law

As a COM member you will have legal duties that you must understand and comply with. These are:

* Duty to act in good faith and for proper purposes
* Duty to act with reasonable care, skill and diligence
* Duty not to dishonestly use position or information
* Duty to avoid conflicts of interest

**Probity Checks**

All new Committee of Management members will be required to undergo a probity check. Probity checks provide our Committee & our members with the confidence that appointees have a history of personal integrity and demonstrated capacity to manage financial and business affairs.

# Application Form

***Application Type:***

[ ]  I no longer wish to be a member

[ ]  New Application [ ]  Renewal

*I am including with this form:*

[ ]  Annual Fee: $5 Concession / $10 Full
 (PLEASE CIRCLE)
[ ]  Donation $Enter Amount

 **Total: $Enter Amount***(All donations over $2 are tax deductible)*

***Payment Method:*** [ ]  Cheque/Money Order
 [ ]  Cash
 [ ]  EFT (Bank Deposit)

***Bank Details:****Account Name:* Ballarat & Grampians Community Legal Service
*BSB:* 313-140 *Acc #:* 21302990
*Bank:* Bank Australia

**Name:** Enter Name

**Address:** Street Name & NumberSuburb

**Postcode:** Enter Here **Phone:** Enter Here

**Email:** Enter Here

**Preferred contact:** [ ]  Phone [ ]  Email [ ]  Post

I agree with the Values and Objectives of Ballarat &

Grampians Community Legal Service as stated in the
Constitution of the organisation and to work towards
them.

I have read, understand and agree to the BGCLS
*Code of Conduct*. This can be found on our website at:

 [www.bgcls.org.au](http://www.bgcls.org.au)

**Signature:**

**Date:** Click or tap to enter a date.

Forms can be posted to PO Box 547, Ballarat, Vic, 3353,

Or scanned and emailed to reception@bgcls.org.au

**ADMIN USE ONLY:** *Signed: Signed:*

Admin: \_\_\_ /\_\_\_ / \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by CoM: \_\_\_ / \_\_\_ / \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_