



Membership Guide Checklist

One person from the committee is to be the main contact person to assist the applicant with the membership / guest process and complete this checklist.

****Applies to Guest Application only***

Applicants Name:

Committee Member:

Applying for Joint Membership with:

I'm not a friend/relative of the above & I have no vested interest in them becoming a member

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I notified Committee Members of this application (text, website post, email, meeting report)

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I advised the applicant not to pay fees / deposits until eligible for membership

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1) **Membership Application Step One** completed.

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Notes:

2) **Membership Application Step Two** completed.

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***Guest Application completed.**

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Notes:

3) I spoke to three referees

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Name	
Contact Number/s	
From	
Relationship to Applicant	
Length of time known the applicant	
Do you think the applicant is a good communicator? Details:	
Does the applicant find themselves in conflict with other people often? Details:	
Would you recommend we live with the applicant in a community setting? Why?	

Notes

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Contact Number/s	
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Length of time known the applicant	
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Does the applicant find themselves in conflict with other people often? Details:	
Would you recommend we live with the applicant in a community setting? Why?	
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Contact Number/s	
From	
Relationship to Applicant	
Length of time known the applicant	
Do you think the applicant is a good communicator? Details:	
Does the applicant find themselves in conflict with other people often? Details:	
Would you recommend we live with the applicant in a community setting? Why?	
Notes	

4) Original National Crime Check received and reviewed

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Notes

5) Online Search on court case records completed

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(<http://www.austlii.edu.au/forms/search1.html> - search under "all case law databases")

Notes

6) Members invited by SMS to attend a Review meeting to discuss application (without applicant).

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7) Meeting with applicant, you, another committee member and a community member
All Agenda Items covered.

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8) The following has been organised for the Co-operative meeting:

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- You, or another member of the committee to attend
- The application file

9) Application documents are returned to the applicant and all emails/files containing personal information are deleted.

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10) Applicant is eligible for membership;

- Advise them of remaining steps to finalise share transfer and membership ratification.
- Provide hard copies of remaining forms ie. 'Share Transfer' and 'Application to be Ratified as a Member'.
- Advise Treasurer of the applicant's contact details and what share number.
- Confirm with the Treasurer, entry costs have been paid prior to meeting for membership ratification and share transfer.
- Give Identity Check, Share Transfer form and Membership Ratification forms to Secretary
- Request feedback form on membership process be completed by the applicant

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*11) Guest status is granted;

- Advise Treasurer of the applicant's contact details, and the member who's responsible for the guest.
- Give Identity Check and Guest Agreement forms to the Secretary.

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Your Membership Committee role is completed

Thank you