

Cardiff Friends of the Earth Group Member Charter

Cardiff Friends of the Earth values enormously the contribution that members make in enabling the organisation to increase and extend the effectiveness of its environmental campaigning work.

This Charter has been developed to ensure that both Cardiff Friends of the Earth and individual members get the most out of the skills, experience, time and energy that they give to the group. It is intended to clearly set out mutual expectations and responsibilities.

It also includes the procedure to be followed in the event of a dispute between a member and one or more members of the Group.

Cardiff Friends of the Earth makes a commitment to:

Treat all Group members fairly regardless of age, gender, race, ethnicity or sexual-orientation, and will treat them as partners for the achievement of Cardiff Friends of the Earth's aims and objectives.

Respect the skills and experience that Group members can contribute and, wherever possible, make every effort to develop interesting and rewarding tasks for Group members that are appropriate to their expectations and interests.

Provide appropriate training and development opportunities, wherever possible and support member's attendance at training events by contributing towards the cost.

Promote effective communication with Group members and ensure that Group members are kept informed of, and are given the opportunity to participate fully in, Cardiff Friends of the Earth's work.

Only contact Group members as frequently as they want and on the subjects which they wish to be informed about.

Send an agenda for monthly meetings in advance to all Group members who request one.

Send the minutes of meetings to all Group members who request one.

Publish a newsletter four times a year and welcome contributions from Group members.

Cardiff Friends of the Earth expects Group members to:

Inform the Membership Secretary in writing as soon as possible if their address or other contact details change.

Whenever possible, supply receipts to the Treasurer if they wish to claim expenses.

Promote the Group as a professional and efficient organisation.

Observe Cardiff Friends of the Earth's commitment to equal opportunities and treat with respect and sensitivity other Group members, visitors and anyone they come into contact in the course of their volunteering with Cardiff Friends of the Earth.

Carry out their work in line with the aims and objectives of Cardiff Friends of the Earth.

Be willing to be flexible and understand that, while Cardiff Friends of the Earth will always endeavour to meet the expectations of Group members, there will be times when limited resources will mean that this may not be possible.

Work constructively and co-operatively with other Group members.

Take equal responsibility for their own personal development, be prepared to actively seek support if it is needed and to participate in induction, training or appraisal activities.

Perform the tasks they have agreed to carry out to the best of their abilities, including being prepared to do their fair share of routine administrative tasks, where required.

Respect the trust that Cardiff Friends of the Earth places in Group members by observing confidentiality at all times and not to disclose to any person or body any information which is confidential to Cardiff Friends of the Earth (This also applies once a Group member has left Cardiff Friends of the Earth).

Grievance procedure

If any Group member has a grievance against another Group member or against the Group the following procedure will apply:

The person making the complaint must write to the Membership Secretary detailing what the grievance is and the name of the person, or names of the people, they are complaining about.

The Membership Secretary will write to the complainer asking them to attend a meeting to discuss the matter. They will also write to the person, or people, being complained about asking them to attend the meeting and giving details of the grievance and the person making the complaint. The person, or persons, being complained about may then write to the Membership Secretary giving their version of the events. A copy of this will be sent to the complainer.

The meeting will be held as soon as practicable and will be chaired by an impartial person. Both the complainer and the person, or people, being complained about may be accompanied by another Group member to the meeting if they so wish.

If the two parties are unable to resolve their differences at the meeting, the Chair of the meeting will make a decision on what action to take.

A written record of the meeting will be made by an impartial member of the Group. A copy of this will be made available to both the parties in the dispute together with any decision reached by the Chair of the meeting.

If either party in the dispute is unhappy with the outcome of the meeting they can refer the dispute to the Friends of the Earth Cymru Local Groups Development Officer. The dispute will then be dealt with under the Friends of the Earth complaints procedure.

