



## MEMBERSHIP APPLICATION FORM

Office use only

REGISTRATION NO.

DATE OF REGISTRATION

### Please Note:

1. \* Mandatory Information. Write "N/A" if not applicable.
2. Please use BLOCK LETTERS

### DETAILS OF APPLICANT (Only one person per form)

Title*:	<input type="text"/>	Given Name(s)*:	<input type="text"/>	Family Name*:	<input type="text"/>
Other Names*:	(Including maiden or former name) <input type="text"/>			Preferred name:	<input type="text"/>
Date of Birth*:	<input type="text"/>	City/ Country of Birth*:	<input type="text"/>		
(dd/mm/yyyy)					
Drivers Licence number*:	<input type="text"/>				

### CONTACT DETAILS

Current Residential Address*:	Street No. and Name*:	<input type="text"/>			
	Suburb*:	<input type="text"/>	Postcode*:	<input type="text"/>	
	Time at this Address*:	<input type="text"/>	Yrs	<input type="text"/>	Mths
Previous address*:	(Only required if at current address less than 12 mths, otherwise write "N/A")				
	<input type="text"/>				
Postal Address: (If different to above)	Street No. and Name:	<input type="text"/>			
	Suburb:	<input type="text"/>	Postcode:	<input type="text"/>	
Phone*:	Home:	<input type="text"/>	Mob:	<input type="text"/>	
Email*:	<input type="text"/>				

### VOLUNTEERING INTERESTS AND ACTIVITIES

We recognise that many of our members have interests and skills that they may wish to contribute to NHWACT and we appreciate any assistance and time you are able to provide. Please indicate below, any interests and skills you can bring to the organisation and tick any areas in which you would like to be involved. Ticking a box(es) does not commit you - we will be in touch to provide further information and discuss how you would like to be involved.

#### Interests and Skills:

Local Area activities

Marketing and public relations

Media (including social media and web publishing)

Events (including assist as a volunteer at events)

Information technology

Corporate Governance and Administration

**Note:** A summary of the types of activity which may be included in each of these areas is at the end of this form.

Please complete the declaration on the next page.

- I declare that the above information is true and correct.
- I agree to abide by the [Constitution of ACT Neighbourhood Watch Assoc Inc](#), and the policies and regulations of the organisation.
- I agree to my contact details being provided to the appropriate Management personnel in ACTNHW.
- I will advise the Membership Secretary should any of my details change.
- I acknowledge that, as the Neighbourhood Watch Program is a crime prevention program, it is necessary to screen applicants in order to assess their suitability to participate.

\* By ticking the two boxes below, I acknowledge that:

1. I have read and agree to the terms of membership.
2. I consent to ACT Policing conducting a check of its criminal and other records, and providing the outcome of that check to the Membership Secretary of ACT Neighbourhood Watch Assoc Inc.

Signature (Not required if form emailed)

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

Email form to: [membershipsecretary@nhwact.org.au](mailto:membershipsecretary@nhwact.org.au)

**OR**

mail to: Membership Secretary  
ACT Neighbourhood Watch Inc  
2 Grattan Ct  
WANNIASSA, ACT, 2903

# NHWACT VOLUNTEER ACTIVITY SUMMARY

## **Local Area activities**

- Coordinate an Area (be a point of contact for distribution of material, monitor and disseminate information on local Area NHW activities. AC's are no longer required to form a committee or manage bank accounts, as they were in the past).
- Assist in local newsletter preparation and editing.
- Moderate/ administer or oversee an Area social media presence.
- Local area delivery of NHW newsletters, marketing material and information.

## **Marketing and public relations**

- Propose and manage the development of marketing campaigns either in your local area or ACT-wide.
- Liaise with partners and other agencies to coordinate NHWACT activities.
- Manage on behalf of the NHWACT Executive, the preparation of NHW marketing material, including brochures and press releases.
- Assist in the design and content of NHWACT marketing, educational and information material.

## **Media**

- Administer ACTNHW and/or your local Area Social Media presence.
- Assist the Media Adviser in preparing Press and other print media articles.
- Assist in the preparation and posting of news and events on the NHWACT Web page..
- Advise on, and assist in the maintenance/ development of our online presence, including our web page and our future Social Media and App needs.

## **Event coordination or support (including assist as a volunteer at events)**

- Liaise with event managers and coordinators with regard to NHWACT involvement in relevant activities and events in the ACT.
- Coordinate NHWACT involvement in events, including maintaining a register of NHWACT volunteers who can assist at events.
- Monitor for, and propose engagement with relevant events and activities with which NHWACT should/ could be involved.

## **Information technology**

- Manage our MS365 environment on NHWACT's small network of laptops (8 Dell laptops).
- Manage our MS Non-profit licences (10 Business Premium and currently about 30 Business basic licences).
- Assist volunteer members with connectivity, particularly access to their MS Exchange servers on their private computers.
- Propose (and potentially manage, introduction of new IT capabilities relevant to our organisations needs.

## **Governance and Administration**

If you are interested in the future of NHW in the ACT and feel you would like to be involved at a more corporate level, we are always looking for people with a background in corporate governance and administration (particularly in the not-for-profit sector) to assist the organisation in maintaining compliance with relevant legislation and in providing governance oversight of the organisations operations.