

Dear New Member

On behalf of the organisation, I would like to welcome you to The Medway Towns Bands. The organisation is currently thriving with two successful bands – the Medway Band and Medway Concert Brass. Whichever band you have joined, I wish you success and know you will find your membership a fulfilling one.

This pack contains important information;

Section 1; to be retained by you for your information;

- Membership information; here are listed details about key contacts and contributions
- Information about key operational policies that members need to be aware of and have read. These are all available to download off the Band website;
www.themedwayband.org.uk

Section 2; to be completed in full and returned to the relevant Band Manager

- Registration and membership forms

Finally, may I bring to your attention the website of the Organisation. Please find the time to look at the site and familiarise yourself with the wealth of information and archive material available. We do operate an e-news facility about the bands so if you know of anyone who would be interested in following the bands, then please encourage them to view the site and click the link requesting to be kept updated.

I wish you all the best, and look forward to a rewarding future with us.

Yours sincerely

Paul Cross
Chair
The Medway Towns Bands

WELCOME PACK

Key Contacts and Personnel:

**Section 1; to be retained
by the new Member**

Chair	Paul Cross	07791 726208 paul@paul-cross.net
	The Medway Band	Medway Concert Brass
Musical Director	Nigel Taken	Tim Andrew
Contest Secretary	Stuart James 01474 327025 srjames@hotmail.com	
Band Manager	Richard Parsons 01474 745318 07727 080302 Richard.parsons@kcl.ac.uk	Pat Lacy 01622 759491 07517 350158 pat.lacy@btinternet.com

Membership Contributions;

All members are required to make an annual contribution to the Organisation. There are three rates;

The rates are:

- **Full; The Medway Band; £240 per year; Medway Concert Brass; £180**
- If any member has any difficulty in meeting the Full rate, they may apply to the Management Committee in writing outlining their difficulties and applying for a reduced rate. A member of the Committee will speak with the member concerned confidentially to discuss an appropriate level of contribution – this will be agreed by The Management Committee. All such discussions will be treated with the strictest confidentiality and only between the member concerned and the members of the Management Committee. The contribution will be reviewed annually, and the member will be required to pay the Full rate when the member's circumstances have improved sufficiently.

Virgin Money Giving

All member contributions should be paid online via Virgin Money Giving. This way, Gift Aid is automatically secured on all contributions.

Setting up a regular donation via Virgin Money Giving is easy. Follow the 'Donate Now' button on the Charity Information page on the Band website at www.medwaytownsbands.uk

Key Organisation Policies

The Band has produced a range of key operational policies. All of these are available to view via the Band website. They are as follows;

- The Organisation Constitution
- Equality and Diversity Policy
- Child Protection Policy
- Contributions Policy
- Library and Loans Policy
- Property Policy

They can be accessed via the 'Charitable Status' section of the band website at www.medwaytownsbands.uk

Please take the time to read all the documents as you will be expected to agree to the policy and practice outlined when you sign your membership declaration.

Membership details

Full name:		
Address:	Phone:	
	Mobile:	
	Email:	
Are you currently registered with another band? (if yes, give details below)	Yes	No
National registration held with:		
Name and address of contest secretary:		
Local registration (if applicable) held with:		
Name and address of contest secretary:		
Do you have your own instrument?	Yes	No
Is your own instrument privately insured?	Yes	No
Please confirm that you have set up your member contributions payments via BT Donate here before returning this form.	Payments set up (tick)	

Please sign declaration on reverse

Membership Declaration

Contributions;

I understand annual contribution for membership with the band is as indicated above. I will make all efforts to ensure that the contribution is paid when requested. I understand that the rate of contribution may rise if deemed appropriate by the Management Committee and agreed by the membership.

Instrument and Equipment Loan

I understand that if I am borrowing an instrument, music or other equipment from the organisation, I am required to take all reasonable measures to keep the instrument safe at all times and maintain it in good working order. If the item is lost, damaged or in need of repair, I will report the matter **immediately** to my Band Manager. Failure to do so may result in financial loss to the organisation.

I am aware of the key policies of the Organisation and agree to follow the policies and practice as explained in these documents.

Uniform

I understand that any items of uniform are my responsibility and that I am liable for any damage whilst on band engagements.

Expenses claims and GiftAid

The band is able to claim GiftAid on expenses claimed and paid out to members for band engagements and rehearsals. By signing this agreement, you are consenting for your expenses details to be shared on the central claims grid.

Data Protection

All the above data held by the band organisation will be held confidentially. It will not be shared with any third parties without your prior permission. However, by signing this form you are giving consent for the band officers to share your contact details with other band members if required and for your expenses details to be shared on the central claims grid. This information will not be shared with anyone outside of the organisation.

Name: _____

Signed: _____ Date: _____

***Please return the whole of this form to the Band Manager.
A copy will be returned to you for your records if requested.***

