



Special Interest Groups – Policy

SpringDale will foster and encourage the self-management of Special Interest Groups as a key service activity of SpringDale Neighbourhood Centre Inc. The Special Interest Groups broaden and enrich the involvement of a wide range of Community Members and help to meet the organization's field of endeavour.

All the facilities of SpringDale are available for the co-operative use of its members and the community in general. Every endeavour will be made by to support self-help and single interest groups that align with SpringDale values and our strategic goals.

SpringDale Special Interest Groups are part of the SpringDale entity and the SpringDale ABN and Incorporation Number apply to the group.

Each Group is bound by the approved policies of SpringDale Neighbourhood Centre which must be read and understood by them prior to the establishment of the group available on our website <https://home.springdale.org.au/policies/> and they are available in hardcopy from the SpringDale office.

Financial management of the Special Interest group is administered by the SpringDale office. All monies must be handed into the office as soon as possible. Any requests for reimbursements or payments must be applied for in writing and will be paid within 5 business days.

Groups are asked to contribute to the ongoing infrastructure costs of SpringDale by paying a fee per person per visit – this fee is set annually and is kept to a appropriate amount to ensure that SpringDale is open to all.

Groups may decide to collect more than the scheduled fee per person per visit, the extra will be accrued in an asset account for the group. This money may be used to purchase equipment or materials for the group or special afternoon teas etc. These monies may not be distributed between group members as per our constitution. The Group monies collected for the Group is kept as a line account within the SpringDale Balance Sheet. Groups that accrue money will be provided with a financial statement quarterly.

Equipment purchases made on behalf of the group remain as the property of SpringDale Neighbourhood Centre.

Each Group may have their own sub-committee responsible for their programmes and activities. The Group Leader and other group volunteers will be covered as volunteers under the SpringDale VMIA insurance policy.

The Group Leader and other group volunteers will ensure that the space for the group activity is safe for the group members. Assistance is available from the SpringDale office staff if needed immediately or in the future, to ensure the safety of the group members.

Group members are covered by the SpringDale Public Liability Policy as are community members.

Groups are asked to report on activities for the SpringDale Annual Report and may contribute articles for the SpringDale Messenger once or twice a year.

The Coordinator should, at all times, be kept informed as to planned activities and requests. Both to provide support and to avoid clashes with the arrangements of other members of the organization. This will also ensure that no unintentional breaches of SpringDale policies occur.

Groups are asked to participate in annual SpringDale events and activities during Neighbourhood House Week in May, Adult Learners' Week in September and other events as they are scheduled.

To keep housekeeping costs to a minimum each group is asked to tidy up after themselves leaving the room in as good or better condition than when they entered.

To be a member of a SpringDale Special Interest Group you must be a current member of SpringDale and keep your details up to date. Group leaders will ensure that new members have fulfilled membership application procedures and paid their membership.

The office will provide each group with a membership list each term which can be marked that members have attended.

SpringDale Neighbourhood Centre has a security system and is monitored 24 hours a day. To avoid activating the alarm, extra visits to the centre outside the usual hours of your group need to be arranged with the SpringDale Office in advance.

As groups evolve they may wish to open their own bank account or gain their own incorporation number. If either of these actions are carried out, the group can no longer be part of the SpringDale organisation. We have helped groups along this path and value being able to be part of any initial discussions that may lead to a group becoming an organisation in its own right.