



EAST OXFORD COMMUNITY ASSOCIATION

East Oxford Community Centre Princes St. Oxford OX4 1HU

Bookings & General Enquiries: 01865 792 168

16/09/2004

Dear Member,

As the new membership secretary I feel the members should have more say in the way the centre is run. At the moment there is very little communication between the committee and the members it should serve. EOCA is a registered charity with clear aims set out in its constitution. They are: *"to promote the benefit of the inhabitants of East Oxford"* and *"to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation."* So that the charity can fulfil these aims we need to consult local members and users of the centre more directly. Currently many members do not feel involved with the committee or informed about its decisions and policies. One of the first steps I need to take is to review the current database of members and find out how accurate it is. I am enclosing a new membership form for you to fill in and return within four weeks.

This new form will enable the committee to keep you informed and will also act as a survey of all the groups that use the centre. I hope to establish a newsletter to keep you up to date with committee decisions. I have included a section on the form for you to tell us how you use the centre. This will help us to understand users' needs. It is important for you to fill in your address and postcode accurately so we can see how many users live within the area of benefit.

I hope this review will give EOCA a clearer idea of the current membership to help the committee see how members wish the centre to progress. Thank you for taking some time to fill in the form. Either post it to the above address or drop it in to the administrator's office the next time you are at the centre. If you do not reply within four weeks we will assume you no longer wish to be a member.

Yours faithfully

Catherine Spiers
Membership Secretary

Registered Charity No. 275 456

EAST OXFORD COMMUNITY ASSOCIATION
REGISTERED CHARITY NO 275 45556

The objects of the Association are to: promote the benefit of the inhabitants of East Oxford and the neighbourhood together defined as that area falling within the 1972 boundaries of the East Oxford Borough Council without the distinction of sex, sexual orientation, race, disability, or of political, religious or other opinions by associating the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

Membership Application Form

Name

Address.....

Postcode.....

Telephone.....

E mail

Please delete as appropriate:

This a renewal

This is a new application

How do you use the centre?

How do you feel the centre could be improved?

Would you like to be involved in the running of the centre?

Do you have skills you could offer?

Are there any issues you would like to raise with the committee?

Signed..... Date.....