



CHILDREN HOPE ORGANIZATION MEMBERSHIP APPLICATION FORM 2025

PERSONAL DATA

Surname: _____

First name: _____

Middle name: _____

Title: Mr. _____ Mrs. _____ Ms. _____ Other _____

Date of Birth: ____/____/____

ID: Passport: _____ National ID*: _____

Home address: _____ Town/City: _____ Country: _____

Home phone: _____ Email address: _____

Mobile number: _____

EXPERIENCE

What experience do you have about this?

MEMBERSHIP

Select Membership type:

Board Member: _____

Associate Member: _____



FEE STRUCTURE

Board Member and associates who commit to Children Hope Organization

MEMBERSHIP FEE STRUCTURE			
	Registration Fee	Annual Fee	Total Fee
Board Members	50,000/=	50,000/=	100,000/=
Associate Members	25,000/=	50,000/=	75,000/=

Board Members Overview

For a new member who needs to be registered and become part of the organization Board Member He/She will be required to pay an amount of Tsh. 50,000/= as registration fee and after being accepted and registered He/She will have to start paying the annual membership fee which is Tsh 50,000/= and total will be Tsh 100,000/= (for the period of registration only) and after all process completed He/She will be paying only Tsh 50,000/= each year as registered Board member.

Associate Members Overview

For a new associate member who needs to be registered and become a part of Organization partner/associate He/She required to pay an amount of Tsh 25,000/= as a registration fee and after being accepted and registered He/She will be required to start paying the annual membership fee which is Tsh 50,000/= and the total will be Tsh 75,000/= (for the period of registration only) and after all process completed He/She will be paying only Tsh 50,000/= each year as registered Board Associate member.

APPLICANT DECLARATION

I _____ Here by apply to become a member of the Children Hope Organization, I undertake to accept and abide by Constitution, policies and codes of conducts and I shall endeavour to advance the course of the organization. I certify that the information given on this form are true and correct and enclosed payment for my application TZS _____ as first subscription fee.



PAYMENT

Membership Fee should be paid through Children Hope Organization account

0740226997 – CHILDREN HOPE TANZANIA (vodacom M-pesa account)

310748 – CHILDREN HOPE ORGANIZATION (vodacom disbursement, only vodacom users) about this account information will be given.

After making any payment please submit a Printed copy of transaction details or SMS text for financial tracking and records.

APPLICANT PRINT NAMES

SIGNATURE

DATE

OFFICIAL USE ONLY

Here by for the roles of the board of directors to a new member, we verify that _____ will be known as Children Hope Organization Member from the _____,day of _____2025.

Signed by:_____

Position:_____

Signature:_____

Official stamp:_____



Board Member Commitment Form

I _____

I will:

- Attend at least 75% of all board meetings by phone or in person;
- Review the agenda and supporting materials prior to board and committee meetings;
- Serve on committees and take on special assignments as needed;
- Personally contribute to Children Hope Organization;
- Assist in raising funds, as agreed upon annually by the board;
- Remain informed about Children Hope Organization's mission, services, and policies and promote Children Hope Organization, as agreed annually by the board;
- Provide support and advice to the staff but avoid interfering in management activities; and
- Suggest nominees and participate in board recruitment.

I will act in concert with the following principles:

As a board member I understand that I have duties of care, loyalty, and obedience to the organization.

- The **duty of care** is the duty to pay attention to the organization—to monitor its activities, see that its mission is being accomplished, and guard its financial resources;
- The **duty of loyalty** is the duty to avoid conflicts of interest; and
- The **duty of obedience** is to carry out the purposes of the organization and to comply with the law.

I commit that I will uphold these duties and that I shall do my utmost to ensure that the Children Hope performs its mission and achieves its goals. As a board member I agree to:

- Act with honesty and integrity;
- Support in a positive manner all actions taken by the board of directors even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels;



- Participate in (1) annual strategic planning, (2) board self-evaluation programs, and (3) board development programs;
- Keep confidential information confidential;
- Exercise my authority as a board member only when acting in a meeting with the full board or as I am delegated by the board;
- Work with and respect the opinions of my peers who serve this board, and leave my personal prejudices out of all board discussions;
- Always act for the good of the organization and represent the interests of all people served by the organization;
- Represent this organization in a positive and supportive manner at all times;
- Accept my responsibility for providing oversight of the financial condition of the organization; and
- Abide by these board operating procedures

APPLICANT PRINT NAMES

SIGNATURE

DATE

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Signed by: _____

Position: _____

Signature: _____

Official stamp: _____

BOARD MEETING POLICY

Meeting Roles and Responsibility to be followed by all members

Members

- Be there — on time.
- Come prepared to participate.
- Actively participate.
- Listen to others.
- Own their perspective and be ready to share it constructively.
- Be open to alternative perspective.
- Follow-through on commitments.
- Follow the ground rules developed by the group.
- Stay focused on the topic being discussed by the group.

Leader

- Develops the meeting agenda (in concert with the group).
- Convenes the meeting on time.
- Defines desired outcomes for the meeting and each agenda item.
- Sticks to the start and end times.
- Assigns meeting management roles as appropriate (e.g., facilitator, note taker, timekeeper, and flipchart recorder)
- Leads the group through the agenda.
- Focuses on content.
- “Calls the question” and tests for consensus.
- Brings closure to each agenda item.
- Summarizes proposed actions and decisions.
- Reviews “To Do” tasks and assignments.
- Identifies unfinished business/issues.

Meeting Facilitator

- Supports the leader in achieving meeting outcomes.
- Focuses on process.
- Offers methods, tools, and techniques for moving the group forward.
- Encourages open discussion of issues.
- Seeks consensus where possible.

- Pays attention to and balances levels of participation.
- Monitors interpersonal relationships and behaviours during the meeting.
- Focuses on building community.
- Explores underlying interests when conflict or disagreement emerges.
- Helps sustain dialogue.
- Shows things down to facilitate listening/understanding.
- Assesses meeting process effectiveness.

Meeting Notes Recorder

- Accurately captures summary decisions and actions of the group.
- Verifies accuracy by sharing the summary notes and asking the group for accuracy.
- Identifies unresolved issues for each agenda topic.
- Notes whether or not consensus was achieved and, if not, areas where there is full agreement, consensus (at least 75% comfort level by all), and disagreement.
- Distributes notes to group members.

Actions against members during a meeting may arise from various reasons, often related to breaches of conduct, ethical standards, or organizational rules. Some potential reasons include:

Disruptive Behaviours.

- Persistent interruptions or disorderly conduct during discussions.
- Using offensive or disrespectful language towards other members.

Failure to Adhere to Agenda.

- Deviating from the agreed-upon agenda or deliberately wasting time on unrelated matters.
- Refusing to participate constructively in discussions.

Violation of Meeting Rules or Protocols.

- Failing to follow established rules of order, such as speaking without recognition from the chairperson.
- Ignoring time limits for contributions.

Confidentiality Breaches.

- Sharing sensitive information discussed in the meeting without authorization.

Conflict of Interest.

- Acting in ways that prioritize personal gain over group objectives during the meeting.

Non-Compliance with Responsibilities.

- Failing to provide required updates, reports, or contributions as expected in the meeting.

Insubordination.

- Openly defying leadership decisions or undermining the authority of the chair.

Harassment or Discrimination.

- Engaging in behaviours that intimidate, demean, or discriminate against other members.

Repeated Absences or Tardiness.

- Failing to attend or being consistently late to meetings without valid reasons.

Misrepresentation or Dishonesty.

- Providing false information or misrepresenting facts during discussions.

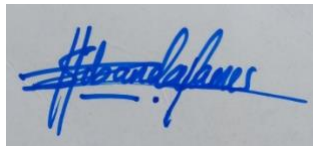
Fail to attend 3 Consecutive meetings in which its information has been provided 7days before, will lead the board in general to follow the Constitution Cessation of member article in which the board will refer to all your signed documents for resolution.

APPLICANT PRINT NAMES

SIGNATURE

DATE

Board Chair,
John J. Sibanda.



Official stamp

