

The Irish Trade and Professional Association for Doulas CLG

New Member Intake Procedure

1. Upon receipt of application form from prospective new member, the Membership Secretary will review the application to assess suitability for membership
2. The Membership Secretary will discuss with the executive committee the applicants membership application, and seek clarification from the applicant on any details, such as course(s) undertaken
3. If applicant is deemed suitable, the applicant shall be informed that they have been accepted to membership, pending receipt of:
	1. Completed Garda vetting form
	2. Introduction to Children First training certificate
	3. Tax clearance cert
	4. Proof of appropriate insurance policy
	5. Membership fee
	6. Garda vetting processing fee
4. Upon receipt of the above, the applicant will be sent the ITPAD Website Profile Form to complete to have their details added to ITPAD website
5. Member will be asked for their consent to be added to ITPAD Members Facebook group and their regional whatsapp group
6. Member will be sent:
	1. ITPAD Partner Discounts document
	2. List of upcoming scheduled talks / events
	3. Contact details for any mentor
	4. Contact details for their regional rep
	5. Invoice and receipt templates
	6. Login access to ITPAD members section of ITPAD website
	7. Details for ordering the ITPAD merchandise
	8. Copy of each of ITPAD’s Policies and Procedures documents
	9. Copy of ITPAD Constitution

Member Ongoing Admin:

1. Members will be notified 30 days prior to expiry that their details require renewing for:
	1. Insurance Policy
	2. Introduction to Children First Training
2. Members will be notified 60 days prior to expiry that their details require renewing for:
	1. Garda vetting
3. 30 days after expiry of either Insurance Policy, Introduction to Children First Training, or Garda vetting, should the member not have supplied up to date renewed details, the member’s website profile will be deactivated, until such time as their up to date renewed details have been furnished.