



THE ASSOCIATION OF GENEALOGISTS AND RESEARCHERS IN ARCHIVES

APPLICATION FOR ASSOCIATE MEMBERSHIP

Last revised 28th March 2012

To apply for associate membership of AGRA you should be either currently operating or intending to operate a genealogical or historical record searching service for which fees will be charged.

EXISTING BUSINESS

As a minimum requirement, you should provide information about your business website and submit examples of publicity material such as brochure, letterhead etc. and indicate the number of years you have been in operation.

INTENDING TO OPERATE A BUSINESS

As a minimum requirement we need to see a synopsis business plan showing when you intend to commence offering professional services, your website and publicity proposals and details of the services you will offer including any speciality service.

In both cases you will have gained significant knowledge by researching for yourself and family and/or friends. If you have completed any courses at the time of your application then details need to be submitted as they will form part of the assessment for membership.

REFERENCES

You will need to provide written references from two persons of professional status who have agreed to act as referees. **They must not be family members** and be able to vouch for your personal integrity. You must include also their full names, addresses and professional status on the application form.

If accepted as an associate member, the Association will:

- expect you to undertake a structured programme of Continuing Professional Development (CPD), details of which will be forwarded if accepted for membership, and encourage you to undertake courses to help them develop skills and knowledge
- promote contact with the wider professional body
- keep you aware of national and local events through the *AGRA Newsletter*
- encourage you to proceed to (full) membership at a suitable stage in your career, but normally within two years of joining.

APPLICATION FEE AND SUBSCRIPTIONS

There is an application fee of £20. If accepted as an associate member, you will be required to pay a subscription fee. Subscriptions are renewed on an annual basis and, for associate members, operate on a rising scale. The section on *SUBSCRIPTION PAYMENT DETAILS* (please see below), provides more details regarding the payment structure for associate members.

PROGRESSION TO (FULL) MEMBERSHIP

Associate members can apply for (full) membership without paying the application fee after at least two years as an Associate member. The Association is always pleased to offer help and guidance when you are establishing your professional practice and working towards full membership.

Once accepted, associate members may use the words 'AGRA Associate Member' or 'Associate Member of AGRA' on publicity, stationery etc.; however, **associate members cannot use the AGRA logo, the words 'AGRA Member' or the words 'Member of AGRA'** which are reserved for use by (full) members only. Associate members' details are listed on the AGRA web site; they receive the quarterly *Newsletter*; can join the online forum; and are invited to attend the AGM (although they cannot vote). By signing the application form, you agree to abide by the Association's Code of Practice.

APPLICATIONS

An application will only be considered when it has been completed fully and attached with the following items:

- the application fee
- supporting papers (as outlined above)
- written references from two persons of professional status.

If you wish to apply, please visit www.agra.org.uk/applicationbooklet.php where you can complete the online application form.



THE ASSOCIATION OF GENEALOGISTS AND RESEARCHERS IN ARCHIVES

If you need to send any supporting documents by post then **you must supply FOUR COPIES** and send them to:

Applications, AGRA
Box A
14 Charterhouse Buildings
Goswell Road
London EC1M 7BA

Any incomplete applications or documentation will not be considered.

SUBSCRIPTION PAYMENT DETAILS

JOINING FEES FOR NEW ASSOCIATE MEMBERS

New associate members are required to pay a fee upon joining which will provide them membership until the end of the year. After this, they will then be classified as 1st year associate members and be subject to the annual renewal subscription (please see below). The joining fee for new associate members is based on which quarter of the year they join, as follows:

Quarter Joined	Joining Fee
1 st Quarter: January to March	£30.00
2 nd Quarter: April to June	£22.50
3 rd Quarter: July to September	£15.00
4 th Quarter: October to December	£7.50

The payment of the fee is required within 60 days of joining by cheque or a bank transfer.

ANNUAL SUBSCRIPTION RENEWAL

The annual subscription renewal for associate members is as follows:

Associate Member's Year	Subscription Fee	(Fee if payment is via PayPal)
1 st	£30.00	£30.90
2 nd	£40.00	£41.20
3 rd	£50.00	£51.50
4 th	£60.00	£61.80
5 th (and every year thereafter)	£70.00	£72.10

Note: new associate members are not classified as 1st year associate members until the 1st of January AFTER they join (please see above for fees for new associate members).

The payment for the annual subscription is required by the 1st of March for the year of renewal.