



KDDA UK BEREAVEMENT PAYMENT POLICY

Revision History:

| Version | Status | Date | Comments | Action from Comment |
|---------|---|------------|---|---|
| | First draft | 08/04/17 | <i>Presented at trustees meeting</i> | <i>4-man trustees committee to review and adjust to charity's needs</i> |
| | Third review draft after approval on 25/02/17 | 27/05/2017 | <i>Presented at General meeting and more clarity was needed</i> | <i>Policy amended to reflect clearer payment procedures</i> |
| Final | | 24/06/2017 | Presented at general meeting for sign off | |

Written Date: 24th October 2015

Reviewed and approved Date: 25th February 2017





1. **INTRODUCTION**

This document sets out the framework within which bereavement financial support package plan will be given to the demise family from Kono District Development Association United Kingdom (KDDA UK) bank account. This funeral /bereavement policy should retrospectively be incorporated into the charity's constitution under (clause 5) pending review of the 2015 KDDA UK constitution, the commencement date of the above-mentioned policy will be on the 25th February 2017, when this policy was approved unanimously in a general meeting.

2. **POLICY STATEMENT**

KDDA UK is committed to providing reasonable baseline lump sum of three hundred pounds sterling (£300) for KDDA UK members, who are in “good standing” to enable them to meet their commitments for funeral arrangements for their deceased loved one. However, the bereavement payment will be balanced against the type of membership/commitment the deceased member had provided towards the charity, as stated in clauses 4, 5 and 7 of this policy. Every year in a general meeting a cap amount for the bereavement payment will be set. This policy will identify the bereavement payment requirements for time of participation and financial contributions towards the charity KDDA UK.

This policy covers payments to **ONLY** for an **ACTIVE** member who is in good standing and dies in or outside the United Kingdom, but under no circumstances must this organisation's bereavement payments benefit a non-KDDA UK registered member who died outside the United Kingdom.



3. RATIONALE FOR THE POLICY

The KDDA UK has been in existence for over three decades, but with no consistent success stories when it comes to direct benefit to its registered membership. Thus, in the events of bereavement the organisation is normally faced with a situation where it is paralysed by indecision. Members questioned why they should continue to commit themselves when they or their family get nothing in return, even in the time of loss? Thus, it is against this background this bereavement payment policy was voted on and approved by approved by the organisation's members on the 25th February 2017.

4 SCOPE OF THE POLICY

This Policy will apply to all membership of the Charity, unless stated to the contrary. KDDA UK has three distinct types of membership and thus different expectations in terms or rewards and support.



In this respect the KDDA UK membership is defined into three (3) categories, namely:

Active Member: This is a person in “good standing”, who is registered (every 2 years) and is up to date with his/her monthly subscriptions and 2-year membership fee (which is also payable on renewal). As per the 2015 KDDA UK constitution membership must be renewed every 2 years with a renewal fee of £10 per person for members. This means that the active member has actively participated in majority of the organisation’s functions/activities and they have paid up their monthly subscriptions up to the time of their demise. The Active member’s family will received a cash lump sum (as defined by this policy) and benefit from KDDA UK extensively publicizing the funeral to its members via all media and will encourage members to support and contribute financially directly to the bereaved Active member’s family.

- 4.1 **Dormant Member**: This is a registered member but has ceased to pay their monthly membership subscriptions more than 6 months to the point of their demise. They usually attend meetings or other functions. The Dormant member will benefit from a good gesture (not obligatory) from KDDA UK supporting to publicize the funeral arrangements to its members and will encourage members to contribute and support the bereaved family.



4.2 **Associate Member:** This person is not registered but claim membership because he/she comes from Kono District or they are descendant of Kono District or have some connections from Kono District. Such person usually participates in functions such as annual outings and dance. The Associate member will benefit from a good gesture (not obligatory) from KDDA UK to publicize the funeral arrangements to its members.

5 **Eligibility**

5.1 You will be able to get a Bereavement Payment if Active Member is your husband, wife or civil partner or child under the age of 18-year-old has died in UK or overseas. This is a lump-sum payment per family from the KDDA UK Charity Bank Account.

5.2 You may be able to get bereavement payment benefits only if when you, your husband/wife or civil partner or child under the age of 18years dies, and either you or your husband/wife or civil partner is a current **ACTIVE member** of KDDA UK.

These benefits include:

5.2.1 Providing financial contributions to the family of a deceased active member in good standing within the last six months when the member was alive.

5.2.2 Providing financial contributions when an active member's child under the age of 18 years old dies.

5.2.3 KDDA UK publicising and encouraging other members to make generous financial contributions or otherwise.



5.2.4 An active member who encounters financial hardship or illness and within 6 months, he /she dies; under these circumstances the member will be considered as an ACTIVE member provided the organisation was informed prior about the circumstances before his/her death.

6 KDDA UK'S RESPONSIBILITIES:

- 6.1 To authorise either paid or unpaid bereavement payment in accordance with the bereavement policy and ensure this is applied fairly and consistently as agreed annually in the general meeting as to what amount should be paid out that current year.
- 6.2 To respond to requests as soon as possible within one week.
- 6.3 To intensively publicise about the bereavement in all social media about the death with collaboration with the deceased family.
- 6.4 To maintain a full and up-to-date record of membership payment taken as guided by the charity's constitution.
- 6.5 To arrange for appropriate home visit, where necessary.
- 6.6 To determine the arrangements/procedures for visiting and support the deceased family.
- 6.7 To ensure member are fully aware of the Policy and procedure for bereavement payment.
- 6.8 To enter the relevant leave details on the turnaround document.
- 6.9 To monitor the bereavement of members.



7 MEMBER'S' RESPONSIBILITIES

- 7.1 To ensure that sickness/illness is reported to the organisation following the appropriate procedure and this report should be documented in trustees or general meetings, as failure to do this will affect their bereavement payment benefit and KDDA UK will not be held liable for member's or their families' failure to inform the organisation.
- 7.2 To ensure that the current trustee members are kept informed regarding the risk of potential death of a member.
- 7.3 To ensure that the current trustee members are kept informed regarding the death of a member, as failure to do this will affect their bereavement payment benefit.
- 7.4 To provide the appropriate consent for the organisation's members/trustees to visit and pay respect to the family. This clause applies to families who will not want the organisation's members visiting or where there is a dispute within the family .



This policy was reviewed at a General meeting of the KDDA UK
held/...../ 2017

Print Name: _____

Signed: _____ Date: _____

KDDA UK Secretary

Print Name: _____

Sign: _____ Date: _____

KDDA UK Chairman

Witness Print Name: _____

Sign: _____ Date: _____

Witness/member on behalf of the Charity KDDA UK



CHARITY'S DETAILS

| | |
|------------------------------|--|
| Charity Name | Kono District Development Association United Kingdom (KDDA UK) |
| E-mail | info@kdda.co.uk |
| Website | www.kdda.co.uk |
| Legal status | Charity No: 1160673 |
| Our Motto | “ <i>Kwedondoya</i> ” ---- this word is taken from the Kono language, which when translated to english language implies “Unity- with one voice”. |
| Our Vision | Together the descendants of Kono will make Kono a better place to live. |
| Our Mission statement | Sustainable development programmes in Kono District and UK and togetherness within the Kono Descendants’ communities. |