

## Northamptonshire Voluntary and community sector forum

Note - this is a draft for discussion, input and approval by the forum.

### Terms of Reference

#### Role of the representatives group

The responsibilities of the Northamptonshire Voluntary and community sector forum representatives group are to:-

1. Agree the vision, aims and objectives of the Northamptonshire Voluntary and community sector forum.
2. Agree and progress priorities identified through networks, forums, meetings and other communication channels.
6. Raise awareness and the profile of the Northamptonshire Voluntary and community sector forum and encourage participation.
7. Communicate progress of the representative groups work to the VCS, Council and public sector.

#### Membership

There are 16 seats available on the representatives group, 15 of which are nominated. In addition VIN we be present in its role as the countywide infrastructure support organisation.

Whilst it is recognised that there will be instances when attendance is not possible, membership will be reviewed if individual attendance drops to below 50%.

A nominations and elections process will be put in place for representatives to the representatives group ensuring that the spectrum of voluntary organisations and networks are adequately represented. The intention is to have a workable and focused group who are committed to their role and are able to provide a range of perspectives from their experiences, knowledge and linkages.

At this point in time travel expenses will NOT be reimbursed.

#### Time Commitment

Meetings at least four times a year to coincide when possible with priority meetings ad identified by the group. Eg local fora.

Specific tasks/areas of work may be carried out outside of the meetings. Sub groups will have the responsibility to take forward actions or where appropriate to identify and collaborate with existing groups/networks/partnerships that may be well placed

to take forward actions and developments, thereby avoiding duplication. Drawing on the strengths that already exist and working in ways that respect and engage partners, simple reporting mechanisms will be put in place.

The Chair will be elected by and from the Northamptonshire Voluntary and community sector forum representatives group .

Voluntary impact Northamptonshire as the host organisation will provide secretariat support to the forum.

All agreements will be mutual and aim to ensure consent. In the event of conflict, any voting will be one person one vote with the Chair having a casting vote at a quorate meeting when the quorum is four.

The commitment that individuals will be making is acknowledged. If a member is unable to attend they can input their views in other ways e.g. email, discussion with members.

Other colleagues from the sector may be invited, if appropriate and with the agreement of the group, contribute to specific tasks or act as a critical friend.

If there is a perceived conflict of interest members will declare it, not be involved in discussion and may be required to withdraw while the matter is dealt with.

## Chairing

The Chair of the Northamptonshire Voluntary and community sector forum will be elected by representatives group.

The role of the Chair is to:-

- chair meetings and ensure that the business is covered efficiently and effectively. Meetings should be focused and to time and enable participants to have an opportunity to share their views.
- be available to take on a specific forum representative role where necessary and to delegate to another member of the forum if appropriate.
- be a figurehead for the forum, represent it and promote its role.
- liaise with the host organisation to draft agendas of the representative groups meetings.
- work with the host organisation to ensure agendas are acted upon.

The host organisation will be responsible for:-

- the day to day running of the forum, its communication infrastructure
- providing secretariat support, including producing papers for meetings, writing up minutes, communication and carrying out actions agreed.

- holding, maintaining and keeping secure the database of representatives
- To develop and maintain the relationship between the representatives and the host organisation and the wider VCS
- the host organisation and Chair will meet regularly to discuss the forums progress.

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