

## **Falkirk Third Sector Forum on Connecting Volunteering**

### **Terms of Reference**

#### **1. Purpose of the Forum**

The Connecting Volunteering Forum provides an opportunity for third sector representatives who are involved in managing and supervising volunteers to discuss topics of common interest, share knowledge and experience, as well as looking at local and national priorities associated with volunteering.

The forum will provide a stronger voice and greater representation on relevant issues with statutory agencies, through engaging in participative consultation.

Members of the forum will be encouraged to involve their users in planning of their own services, and through the auspices of the forum, to seek to influence the planning of relevant statutory services for the Falkirk Council area.

#### **2. Scope of Activity**

The Forums' scope of activity is limited to issues of volunteering and volunteer management in Falkirk. These include, but are not limited to:

- Supporting and managing volunteers
- Developing and sustaining your volunteer programme
- Sharing Best Practice

#### **3. Function of the Forum**

- To consult and agree representation on behalf of the third sector on issues relating to the theme of volunteering and volunteer management
- To hold representatives to account on behalf of the sector
- To provide information and support to the third sector on the issues in the Scope of Activity
- To share common understandings and views on behalf of the sector in Falkirk
- To promote peer support and review within the sector
- To provide a forum for training opportunities and quality improvement
- To provide a sector wide opportunity for engagement and information exchange between the sector, the Community Planning Partnership and lead public agencies.

#### 4. Forum Attendance

The forum is open to representatives of the third sector, waged and unwaged, who provide services relating to, or have an interest in the remit of this forum in the Falkirk Council area.

The third sector comprises of community groups, voluntary organisations, charities, social enterprises, co-operatives and individual volunteers.

Attendance will be limited to one representative per group or organisation.

There will be no charge for membership.

Representatives of relevant public and private sector organisations, including Falkirk Council may also attend by giving notice of their intent to attend to CVS Falkirk in advance of the forum.

#### 5. Administration

- The forum will meet at least 4 times per year. Further meetings may be called as required. All meetings will be advised with at least 21 days' notice, and dates for the coming calendar year will normally be advised at the start of each year.
- The forum will have a Representative to be chosen by the members of the forum on an annual basis. The Representative will be required to:
  - Agree an agenda in advance of each meeting.
  - Attend the Community Planning priority and outcomes meetings alongside a representative from CVS Falkirk (where applicable).
- Contact details for the forum rep can be found on the dedicated forum webpage at <http://www.cvsfalkirk.org.uk/voice-of-the-sector/connecting-volunteering-forum/>
- CVS Falkirk will administer the forum, including:
  - Co-ordinating Agenda
  - Taking and distributing minutes of the meetings
  - Arranging training opportunities and other speaker/presentations
  - Undertaking and collating results of consultations
- All minutes, reports and presentations from the Forum will be available online at <http://www.cvsfalkirk.org.uk/voice-of-the-sector/connecting-volunteering-forum/>
- All forum communications will be via CVS e-bulletin and the CVS Falkirk website (<http://www.cvsfalkirk.org.uk>).
- The forum is also supported by a dedicated Online Discussion Board for the continuation of discussions outwith the forum meetings, and to allow for the sharing issues or asking questions between forums. The Online Discussion Board is available to facilitate people who can't attend forum meetings to be involved in the forum, and will be used to

help inform the agenda of meetings. The Online Discussion Board is available online at <https://www.cvsfalkirk.org.uk/voice-of-the-sector/online-forums/connecting-volunteering-online-forum/>

## **6. Review**

The remit and membership of the forum will be reviewed by the forum on an annual basis, unless exceptional circumstances occur.

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