

# TERMS OF REFERENCE

Name of Committee:

**VOLUNTEER FORUM**

## **Rationale:**

The Volunteer Forum will act as a representative of the views, ideas, aspirations and concerns of the registered volunteers at Demelza.

The Volunteer Forum has a role in –

1. Ensuring constructive Volunteer views from the represented area are brought forward
2. Feeding back information from the Volunteer Forum to the represented area
3. Ensuring respect of each individual's ideas, views and embracing all aspects of equality and diversity
4. Ensuring no personal attacks or offensive language are used
5. Assisting Demelza to identify, review and mitigate risks
6. Assisting to ensure Volunteers are aware of the relevant policies and procedures in that are in place
7. Assisting to ensure complaints are dealt with and monitored according to policy

## **Key Roles & Responsibilities:**

The Volunteer Forum seeks the input of the volunteer perspective on a wide range of issues relating to Demelza.

- Discuss day to day issues
- Demelza may seek feedback on specific subjects to ensure the volunteer perspective is considered in the decision making process
- Plan to ensure appropriate information from the Volunteer Forum is relayed back to the representative areas
- Consult within the represented areas on any matter of health and safety

In performing its duties the Volunteer Forum will maintain good working relationships with other staff, volunteers, children, families, donors and supporters.

### **Confidentiality**

Some matters brought forward may be of a sensitive nature and it may be necessary/ appropriate to discuss these on an individual basis.

## **Reporting:**

Minutes of the Volunteer Forum will be circulated to all Representatives. Representatives will display/feedback in their respective areas as appropriate.

Minutes will be circulated to the SMT after every meeting by the Chairman. The SMT will formally consider the minutes as a regular agenda item. Feedback from the SMT will be given via the Chairman.

**Composition:**

The following will be members of the Volunteer Forum

Chairman	Lynne Clark-Head of Voluntary Services
Deputy Chair	Member of the Voluntary Services Team
Members	Volunteer Representatives from as many areas of the organisation as possible.

The CEO and Head of People are ex-officio members.

**Quorum:**

The Members of the Forum (or representatives) will be appointed by the Chairman and ratified by the SMT. All members must be registered Volunteers of Demelza.

A quorum will be 7 members. If 7 members cannot be present, an email update will be sent with as much information as possible and the next meeting will continue as planned within 3 months.

**Effectiveness:**

The Volunteer Forum shall review its membership and effectiveness on a regular basis to ensure that it has the appropriate skills and relevant experience.

**Meeting Frequency:**

The Volunteer Forum will meet every 3 months. Further meetings may be convened at other times at the discretion of the Chairman of the Forum.

**Administration:**

Administrative support will be provided by the Voluntary Services Department or any other person designated by them. Meetings and discussions will be minuted and promptly prepared for approval by the Chairman. The Volunteer Forum will endeavour to ensure that each Forum Member receives written material in a timely manner ahead of meetings so that the meetings can function effectively.

**Resources and Budget:**

The Volunteer Forum will be allocated resources by the Chairman within all relevant Demelza policies, procedures and protocols.