

# **EAST STAFFORDSHIRE LOCALITY VCSE<sup>1</sup> FORUM**

## **TERMS OF REFERENCE**

### **Purpose:**

The purpose of the meeting is to provide a forum for VCSE organisations delivering services or activities in the district of East Staffordshire so that they can:

- Network with each other, developing contacts and sharing information
- Connect with other sectors, particularly the public sector, to find out about, and influence, relevant developments and initiatives
- Voice their views, collectively or as individual organisations, but particularly to inform and mandate any representatives
- Feedback directly on the services provided by Support Staffordshire in the locality

### **Principles:**

The forum will:

- Respect and value each other's contributions
- Generally reach consensus through focussed discussion
- Learn from each other's experience
- Be outcome driven
- Be action focussed
- Respect confidentially

### **Membership:**

The meetings will be open to any representative from a VCSE organisation operating in the locality who takes a strategic or senior management role within that organisation.

### **Chair:**

To be elected by the meeting from the VCSE representatives on an annual basis. In the absence of an elected chair, a senior officer from Support Staffordshire will act as chair.

### **Frequency of meetings**

The Forum will meet 4 times per year.

Additional special meetings can be called to address particular issues.

### **Organisation and recording of meetings**

Support Staffordshire will be responsible for the organisation and servicing of the meetings i.e. collating and sending out the agenda, taking minutes and organising the venue.

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<sup>1</sup> Voluntary, Community and Social Enterprise