

STAFFORDSHIRE MOORLANDS LOCALITY VCSE¹ 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 Staffordshire Moorlands 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 and timing of meetings

The Forum will meet 4 times per year and usually meetings will be of no more than 2 hours in duration.

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 notes and organising the venue. Notes will normally take the form of simple bullet point actions with detail only provided where there is a key topic discussed in detail.

¹ Voluntary, Community and Social Enterprise
Agreed 4th June 2015