

# STAFFORD STRATEGIC VCSE<sup>1</sup> FORUM

## TERMS OF REFERENCE

### 1. Purpose

The purpose of the meeting is to provide a forum for VCSE organisations delivering services or activities in the borough of Stafford 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, influence and contribute to 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

### 2. 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 confidentiality

### 3. Membership

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

### 4. 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.

### 5. Frequency of meetings

The Forum will meet 4 times per year. Additional special meetings can be called to address particular issues as required.

### 6. 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.

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