



Bolton Volunteer Co-ordinators' Forum

Terms of Reference

The purpose of the Forum:

To raise the level of good practice in volunteer management across the Borough of Bolton for the voluntary and community sector, statutory sector and private sector.

Aims of the Forum:

- To share good practice on volunteering related issues.
- To communicate new policies, issues and initiatives around volunteering.
- To provide networking opportunities and peer support for Volunteer Co-ordinators.
- Be a 'Voice for Volunteering' in Bolton.
- To take forward strategic volunteering issues to the relevant forum be it at a local, Greater Manchester, regional or national level via the Volunteer Centre Co-ordinator.

Attendees:

- The Volunteer Co-ordinators' Forum is open to anyone who has responsibility for (or an interest in) managing or supporting volunteers in Bolton; they can do this in a paid or voluntary capacity.

Review

- The terms of reference for this Forum will be reviewed every two years.

Ways of Working

- Meetings will be held a minimum of four times a year.
- The Forum will have a Chair who has direct experience of co-ordinating volunteers and promoting good practice.
- The Volunteer Centre Co-ordinator will lead on generating agenda items for the Forum in liaison with the Chair and by consulting attendees on their needs for agenda items.
- Previous minutes and the forthcoming agenda will be sent out prior to the

meeting and be available on-line via the CVS website alongside future meeting dates.

- There will be an opportunity for networking during each meeting.
- Shared learning and expertise will be used to exchange good practice and knowledge. Strategies for learning will be explored and developed such as action learning sets and digital means.
- Members attending meetings of the Forum will have the right to speak and be heard in line with the Forum's Code of Conduct.
- If individual's actions or contributions are not conducive to Partnership working, the Chair and/or Volunteer Centre Co-ordinator will discuss the matter with that representative/group. If the behaviour continues not to be conducive to Partnership working, then the Chair and/or Volunteer Centre Co-ordinator shall be entitled to insist that the individual does not attend any further meetings.
- By signing the attendance sheet at Bolton Volunteer Co-ordinators Forum meetings, representatives agree to abide by the Terms of Reference of the Bolton Volunteer Co-ordinators Forum.

(reviewed March - May 2015)