**Voluntary Sector Representatives roles and responsibilities**

**The Voluntary Forum will elect up to four voluntary sector representatives for Adult Health and Social Care; Children and Young People and Growth meetings. The representatives will serve for up to 3 years (review after year 1 and year 2). Central to the role is the commitment to represent the sector rather than your individual organisation.**

**DRAFT MARCH 2021**

Representatives for each topic will be expected to attend one or more of the strategic partnership meetings on behalf of the sector and provide representation at one or more general strategic meetings *\*list available on request*

**As a Voluntary Sector Representative, you undertake to:**

1. Agree which meetings you will attend with the BVSC Partnership Officer in advance, depending on your area of expertise (and let BVSC know if you are unable to attend).
2. Spend time preparing for the meeting and if there are agenda items that would benefit from some preparation either highlight to BVSC Partnership Officer and/or contact orgs that specialise (e.g. dementia or youth crime).
3. Feedback information from the meetings that you attend to BVSC Partnership Officer on issues raised and work carried out at meetings and in written reports (within one week) (to include a. Name of meeting; b. Date of meeting; c. Remit of the group; d. bullet points for agreed decisions; actions and opportunities for the voluntary sector - no need to details discussions unless particularly relevant).
4. Take an active part in discussions during the meetings
5. Represent the whole sector rather than your individual organisation
6. Respect the fact that some items involve confidential business which may not be discussed outside the meetings
7. Complete any actions which you have agreed in meetings
8. Declare any conflicts of interest as they arise
9. Undertake relevant training to increase your ability to perform the role
10. In the event of an issue/concern arising relating to the role, to raise this with BVSC
11. Attend Voluntary Forum meetings to provide feedback and provide any ad hoc feedback as relevant to support communication with the sector

**As BVSC, and on behalf of the Voluntary Forum, we undertake to:**

1. Provide a single contact person for ease of communication (Partnership Officer)
2. Provide a regular opportunity for representatives to come together and share learning and challenges
3. Facilitate representative network opportunities to provide support and training as appropriate for the role.
4. Provide expenses, in line with our expenses policy which is available on request
5. Disseminate the information provided by the representatives within a useful timeframe
6. Review the programme and support annually