

# Victorian Volunteer Support Network Terms of Reference

## Mission and Objectives

### Mission

The Victorian Volunteer Support Network (VVSN) represents its members throughout Victoria, and advocates for the strengthening and expansion of effective and sustainable volunteer support services across Victoria, regionally and locally.

### Objectives

- To inform and advocate to the 3-tiers of government and other organisations on matters pertaining to volunteering
- To promote and uphold the principles and definition of volunteering as defined by Volunteering Australia from time to time
- To support members through information sharing and mentoring to build on our collective skills, knowledge, experience, resources and expertise
- To source funding and other resources to build the capacity and activities of the network

## VVSN Membership

### Eligibility

Membership of the VVSN is open to all organisations that satisfy the definition of a Volunteer Support Service i.e. an organisation that undertakes the following activities:

- Provides information to individuals about volunteering
- Provides a referral service that is responsive to the needs of volunteers, potential volunteers and volunteer involving organisations
- Provides support to not-for-profit organisations and community groups in the recruitment and management of volunteers
- Promotes volunteering and volunteering opportunities
- Provides these services beyond the agency's own activities

### Application for Membership

Applications for membership should be submitted to the Executive for approval on the VVSN Membership form

### Membership Levy

Members will pay an annual membership levy of \$50.00 to cover the cost of collective professional development, network building activities and other projects agreed by the members from time to time. The levy is due and payable on 1 January every year.

## **Member Register**

A register of all VVSN members will be maintained by Volunteering Victoria on behalf of the VVSN. This register is available to all members on the condition that it is only used for the agreed and legitimate activities of the VVSN.

## **Expectations of Members**

It is the expectation of all members that they actively contribute to and engage with the VVSN

## **VVSN Management**

- The VVSN will be managed by an Executive, whose role is to provide strategic leadership for and advocate on behalf of the VVSN
- The Executive comprises 5 people:
  - Four members elected by the membership. The four elected members will include representation from rural/regional and metropolitan members
  - The Volunteering Victoria CEO
- The term of office for all elected members of the Executive is 12 months
- The Executive will be will comprise the following office bearers:
  - VVSN Chairperson
    - The Chairperson will be elected from the Executive by the VVSN Membership
    - The Chairperson is the contact person for and on behalf of the VVSN. If the Chairperson is not available the Executive will nominate another contact person
  - VVSN Treasurer
    - A Treasurer will be elected from the Executive by the VVSN Membership
    - The Treasurer's organisation will be auspicing body for VVSN finances.
    - Any costs of auspicing will be approved by the Executive.
    - The Treasurer will provide a financial report at each VVSN meeting
  - VVSN Secretariat
    - Volunteering Victoria will provide secretariat support for the VVSN
- The quorum for an Executive meeting is three members
- The Executive will meet a minimum of 5 times in a calendar year
- The Chairman will provide a minimum of 5 working days' notice of a meeting
- The Executive will identify and manage any conflicts of interest (if and when they arise) in a transparent manner
- The Executive will formerly report to the VVSN at each VVSN meeting

## **VVSN Meetings and Voting**

- An annual meeting schedule will be set in November for the following calendar year, with a minimum of four meetings each calendar year
- 14 days' notice will be given for extraordinary meetings

- A quorum at a meeting consists of 1/3 of current VVSN members
- If a vote is required on any matter at a meeting, it will be decided by a simple majority of attendees at that meeting.
- Electronic voting (email, phone etc.) can be conducted outside a meeting on any matter as determined by the Executive. Any electronic vote on a matter will be decided by a simple majority of current VVSN members

### **VVSN Working Groups**

- The VVSN may establish Working Groups at its discretion to assist with specific functions and initiatives that are consistent with these terms of reference
- Membership of Working Groups will include VVSN members with expertise and experience appropriate to the purpose of the Working Group
- Working Groups may also second members who are not members of the VVSN, if they have specific and relevant expertise
- Working Group members will abide by the requirements expected of Working Group members
- The Working Groups will report back to the VVSN or the VVSN Executive as determined by the VVSN Executive
- The frequency of Working Group meetings will be determined by the Working Group.