

Inclusive Volunteering Special Interest Group Terms of Reference

1. Purpose

The Inclusive Volunteering Special Interest Group (SIG) is established under the auspices of Volunteering Victoria to support the inclusion of all Victorians into volunteerism.

The SIG will work collaboratively and inclusively to:

- Advocate for recognition and the expansion of volunteering to support socially inclusive volunteering for Victorians
- Identify best practice and current and emerging issues and trends relevant to inclusive volunteering, analyse the impact of those issues and trends and share information with the volunteering community
- Develop and share information about programs, projects and plans that incorporate a multifaceted approach to – inclusive volunteering to:
 - Engage and support volunteers from diverse backgrounds including multicultural, LGBTIQ+, youth/seniors, indigenous, and volunteers with disability
 - Build the capability and capacity of VIOs to engage with and support diverse volunteers
 - Strengthen connections between VIOs and organisations to improve meaningful volunteering opportunities for CALD, refugee, migrant, LGBTIQ+, indigenous, people with disabilities and young and old people.
 - Ensure learnings are shared and utilised to improve service delivery and meet community needs
- Provide input to the development of relevant Volunteering Victoria events, programs and products including:
 - Learning and professional development resources and programs
 - Online information, tools and resources
 - Research, advocacy and policy
 - Marketing communications; in particular the use of – appropriate and inclusive language and images
- Provision of communication channels to:
 - Facilitate the exchange of ideas, information and resources
 - Strengthen and encourage engagement in the Inclusive Volunteering SIG
 - Promote the value of inclusive volunteering and best practice Volunteer Management
- Networking & peer support

At all times the work of the SIG will contribute to and be consistent with Volunteering Victoria's purpose and vision.

2. Membership

- General membership is open to:
 - Organisations or individuals who are Volunteering Victoria members

3. Management

- To ensure a diversity of representation and views, SIG members shall, as far as possible, be broadly representative of all major volunteering sectors and interest groups, including:
 - Victorian Volunteering Services Network
 - Federal, state and local government
 - Volunteer Involving Organisations
 - Inclusive support services including settlement, multicultural, aged care, youth, disability, indigenous and LGBTIQ+ support
- In addition to the SIG members, the SIG may invite guests, who have expertise relevant to specific SIG projects
- Volunteering Victoria will provide secretariat support for the SIG
- The Chair shall be rotated among members
- All members of the SIG will:
 - Abide by the values articulated in the Volunteering Victoria Strategic Plan
 - Make a positive and constructive contribution to the work of the SIG
 - Perform any tasks delegated to them in a timely manner and to the best of their ability
 - Alert the SIG to any potential conflicts of interest
 - Be an active advocate for the SIG
 - Be a communication conduit to and from their constituents

4. Meetings

- The SIG shall meet face-to face or by teleconference at least four times a year and otherwise as determined by the SIG
- The Chair shall prepare and circulate an agenda seven days prior to every meeting
- Information supporting agenda items shall be circulated with the agenda

- Minutes shall be taken by a person nominated at each meeting, outlining all decisions and actions arising. These minutes will be made available to the SIG membership by email or on the Volunteering Victoria website

5. Sub Committees

- The SIG may establish sub-committees at its discretion to assist with specific functions and initiatives that are consistent with its terms of reference.
- Membership of sub-committees will include SIG members with expertise and experience appropriate to the purpose of the sub-committee.
- Sub-committee members will abide by the requirements expected of SIG members (outlined above)
- The frequency of sub-committee meetings will be determined by the sub-committee.