

VCSE Board Representative Brief and Feedback Form

The VCSE sector has a key role to play as a strategic partner in Greater Manchester (GM) Devolution, which you are contributing to as a board representative. Please read the information below to understand what you can expect and what is expected, and complete the feedback form overleaf after attending a meeting.

Opportunities – how will you benefit from being a representative?

You will:

- Be involved in decision making processes and be in a position to influence change
- Receive information first hand from policy makers
- Gain experience of GM strategic representation and build relationships with key decision makers

Roles & Responsibilities – what are you committing yourself to do?

Your role and responsibilities are to:

- Commit to act on behalf of the VCSE sector and advocate the views and perspectives of the sector
- Commit to communicate with the sector to the best of your ability
- Be accountable to the VCSE sector – gathering input from colleagues and feeding back to them
- Ensure you have the capacity/time to be consistent in attendance of meetings as far as possible
- Read papers circulated and prepare for meetings
- Actively participate in meeting discussions, bringing solutions as well as challenges
- Take suitable notes for sector colleagues and raise areas of discussion needing wider VCSE expertise
- Promote joint working across the sector and act as a critical friend for partner's services

Your role is not to:

- Represent yourself or the views of your network/group/organisation in isolation
- Feel you must be an expert on everything
- Use this position as a forum for giving your personal opinion, or for forging your own political alliances

How will you be supported as a representative?

To help you fulfil your role and responsibilities, VCSE peers will be available to support you to:

- Ensure effective feedback and information flow happens with VCSE sector contacts to support you in being accountable and transparent in your role
- Provide additional information that you require to fulfil your role
- Arrange mutually suitable times for briefings, debriefings and follow up meetings
- Facilitate contact with VCSE Reference Group members who can support you
- Facilitate contact with or VCSE organisations who have common interests or concerns
- Help you to access training and practical support (e.g. loop systems or translation) to best fulfil your role
- Access mediation if working relationships deteriorate

Please note that it is expected that your organisation also supports you in your role as a representative and that you contribute to this support for other representatives

Feedback form overleaf

Please complete this form within a week of attending a board/ working group on behalf of the VCSE sector in GM, and send along with any papers from the meeting to karen.conway@vsnw.org.uk. Please keep your feedback to a maximum of two pages in length. You do not need to follow the format below precisely but please ensure the headings below are covered.

NAME OF MEETING:

DATE OF MEETING:

NAME OF VCSE REPRESENTATIVE:

- 1. WHAT WERE THE MAIN TOPICS OF DISCUSSION?**
- 2. SIGNIFICANT DECISIONS TAKEN?**
- 3. LIST OF ANY POINTS OF DISCUSSION VCSE ORGANISATIONS SHOULD BE AWARE OF AND WHAT AND WHO LED ON THAT DISCUSSION POINT**
- 4. DID YOU COMMENT ON ANYTHING? IF SO, WHAT DID YOU SAY AND WHAT WAS THE RESPONSE?**
- 5. DID ANYONE ELSE MENTION THE ROLE OF VCSE ORGANISATIONS? IF SO, WHAT DID THEY SAY?**
- 6. ACTION POINTS FROM THE MEETING FOR GMCVO, THE VCSE REFERENCE GROUP OR ANY OTHER VCSE ORGANISATIONS?**
- 7. FUTURE MEETINGS OR DATES?**