



Cyngor Gwasanaethau Gwirfoddol Sir
Ddinbych
Creu Cymunedau Cryf trwy Weithredu
Gwirfoddol
Denbighshire Voluntary Services Council
Building Resilient Communities through
Voluntary Action



Cefnogi Trydydd
Sector **Cymru**
Third Sector
Support **Wales**

DVSC Membership Forum

Terms of Reference

1. Name Membership Forum

2. The Forum's Aims

The aim of this Forum is to create a shared space where DVSC members can come together, exchange ideas, share knowledge and best practice, discuss issues of mutual concern, and develop the third sector voice.

It is also a space for DVSC to brief members on our activities, gain feedback and consult with members about our plans, services, and priorities.

The Forum is also a key channel for engagement - for sharing intelligence, views, proposing agenda items, and providing feedback to members of the Third Sector Influencing Group who have responsibility for communicating the views of the sector, and influencing Denbighshire County Council and other public service partners.

3. Membership

Membership of the Forum is open to all volunteers, voluntary and community groups and all third sector organisations operating in Denbighshire who are signed up as a [DVSC member](#)

4. Meetings & Reporting

The Forum will be chaired by a member of DVSC.

DVSC will coordinate the meetings and host these meetings every four months

DVSC will be responsible for circulating draft Agendas, and papers and these shall be circulated no less than seven working days before a meeting and Action Points circulated no more than seven days after a meeting.

All documents that will be posted publicly (agenda, action points, etc.) will be bilingual.



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Business communication to the network will be conducted in English and all business meetings of the network will take place in English.

As far as possible meetings will be no more than two hours in duration

Venues for meeting will take place at DVSC offices.

Action Points (not minutes) will be captured during each meeting. Members are encouraged to use electronic copies of agendas and tabled reports where possible as part of our shared commitment to sustainability.

Methods of feedback and reports should be presented in agreed format.

The Forum may seek the views of persons, groups or organisations as appropriate including inviting external speakers and partners to specific sections of the meeting

The Terms of Reference will be reviewed annually.

5. Ground Rules

- Respect other members' views
- Treat other members with respect
- Give equal opportunity for all members to discuss their views
- Conduct discussions in a respectful manner and to not interrupt the speaker or presentation/ presenter
- Give constructive criticism
- Contribute to discussions and adhere to the agenda
- To provide positive support to the activities of the Forum
- Endeavour to promote the Forum and its activities
- Abide by the Terms of Reference of the Forum
- Endeavour to be an active member of the Forum
- Respect confidentiality
- Commitment to problem solving
- Be solutions and actions oriented