



## **Volunteer Forum Terms of Reference**

Given the growth in numbers of volunteers, the Board felt it was prudent to create a forum where all volunteers can learn about the plans for the Flaxmill Maltings site and question and engage with the Board and management of the Friends. The Forum has no decision-making power, except where it concerns its own operation or has delegated powers, but is meant to provide two-way engagement opportunities. This document sets out the terms of reference for the forum.

### **Membership**

All people attending the Volunteer Forum must be registered as volunteers with the Friends of the Flaxmill Maltings. It is understood that everything mentioned at the Forum is confidential to Volunteers, unless it is clear that information is shared for wider distribution. The Chair person (or deputy) will attend all Forum meetings. The Manager of the Friends (or deputy) will also attend all Forum meetings.

### **Meetings**

The Forum will be held every three months. Any volunteer can suggest agenda items to the chair of the meeting, no later than 10 working days before a forum meeting is scheduled. Agenda will be sent out to all registered volunteers. Where possible these meetings will be made accessible online. Minutes of meetings will be made available prior to the following meeting. The Forum will be supported by the Volunteer Coordinator, who will act as an advisor and secretary where required.

### **Function and purpose**

The Forum supports the volunteers in providing a channel of communication with the board and management on all aspects of the Friends' operations. These can include, but are not exclusive to: visitor centre operations, training for volunteers, social activities for volunteers, recommendations on fundraising activities, community engagement, customer services and presentations.

The Friends' trustee board retains authority in relation to the strategic, operational and financial management of the Friends. The Forum is meant as a sounding board and information sharing platform. However, the Forum will be encouraged to manage its own affairs and where appropriate, may take on delegated responsibilities. Additionally, it is hoped it will offer volunteers an opportunity to socialise and generate ideas.