



# Greater Manchester VCFSE Leadership Group

## Members Protocol

The VCFSE sector has a key role to play as a strategic partner in Greater Manchester (GM) Devolution. This is reflected in the formation of a formal VCFSE reference group to relate to GM Devolution processes made up of VCFSE sector members. The information below outlines a short summary of the opportunities, roles and responsibilities for members.

### **Opportunities – how will you benefit from being a member?**

As a member you will:

- be involved in decision making processes and be in a position to influence change;
- gain experience of GM strategic representation;
- receive information first hand from policy makers;
- build relationships with key decision makers;
- be supported by your peers from across GM.

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

The following are the expectations of your role and responsibilities as a member of the GM VCFSE Leadership Group.

#### ***Your role is to:***

- speak on behalf of the VCFSE sector and advocate the views and perspectives of the sector.
- act as an advocate for the sector in the interests of the common good as opposed to narrow self-interest.
- be accountable to those who have nominated you through open communication and feeding back to the VCFSE sector.
- ensure there is an ongoing dialogue between you and your nominating network
- promote sector activity and be positive about the sector.
- bring solutions to meetings as well as challenges faced by the sector.
- promote joint working across the sector and act as a critical friend for partner's services.
- attend relevant meetings to carry out the above – see responsibilities for more details.
- recognise and engage in the learning journey of membership including:
  - sharing experiences with other members;
  - understanding the needs of the VCFSE sector;
  - familiarity with key policy information relating to the VCFSE sector.
- once a year, volunteer to be on an independent panel for a GM board VCFSE rep recruitment process

#### ***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.

**Your responsibilities are to:**

- commit to act on behalf of the VCFSE sector collectively.
- be accountable to the VCFSE sector – gathering input from colleagues and peers and feeding back to them.
- ensure you have the capacity/time to undertake the role and be consistent in attendance of meetings as far as possible.
- read papers circulated and prepare for meetings.
- attend briefings before meetings as appropriate.
- actively participate in meeting discussions.
- take suitable notes to feedback to VCFSE sector colleagues.
- raise areas of discussion needing wider VCFSE expertise with colleagues.
- attend debriefing meetings as appropriate.
- if applicable, your organisation should be a Real Living Wage accredited employer (more info on accreditation here: <https://www.livingwage.org.uk/become-a-living-wage-employer>)

*If you fail to attend three consecutive formal meetings, you will be automatically removed from the group, assuming no extenuating circumstances.*

**How will you be supported as a member?**

To help you fulfil your role and responsibilities as a member (as defined above), support from other VCFSE peers, especially other members, will be available including support to:

- ensure effective feedback and information flow happens with VCFSE sector contacts to support you in being accountable and transparent in your role.
- access papers for meetings.
- provide additional information that you require to fulfil your role.
- arrange mutually suitable times for briefings, debriefings and follow up meetings.
- listen to your feedback about your role and responsibilities.
- facilitate contact with:
  - a. other members to share experiences, for mutual support and peer feedback, and to review roles and commitments;
  - b. a range of VCFSE organisations to identify common topics of interest and concern.
- help you identify and access:
  - a. suitable training to best fulfil your role;
  - b. practical support e.g. loop systems, vision aids, translation etc.
- access mediation if working relationships deteriorate.

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

**MEMBER**

**NOMINATING ORGANISATION OR NETWORK**

Signature.....

Signature.....

Print name.....

Print name.....

Date.....

Date.....