**Voluntary Sector Representative role on Community Planning Area Partnership Meetings**

Thank you for taking on the role of voluntary sector representative for the community planning area partnership meetings. We appreciate this is a voluntary role that you are undertaking alongside your other work, therefore want to provide you with all the support you need to carry it out successfully. The role of VSN representatives is to speak on behalf of and represent, the interests and views of members of the Voluntary Sector Network (VSNs), at Community Planning Area Partnership meetings and any associated work.

Reps should represent the views and interests of voluntary sector organisations in their ward area as well as the wider voluntary sector, with a particular emphasis on the North West of Glasgow.

**What you can expect from us**

* Regular support by phone and email.
* Meetings with other reps to share issues, good practice and the opportunity to discuss and agree joint strategy.
* NWGVSN will gather information about local issues through their website and info postcards, which they will make available to you.
* NWGVSN staff will contact before each meeting to help you formulate feedback on local and area wide voluntary sector issues.
* We will offer access to our training calendar and also to respond to any training requests you make in relation to the role.

**What is expected from Voluntary Sector Representative**

* Check that you are identified on all papers, minutes, lists etc as a VSN representative.
* Work alongside staff from North West Glasgow Voluntary Sector Network to obtain the views of organisations you are representing on issues that are important to them as well as the local priorities that have been identified by community planning.
* Agree with NWGVSN staff member the points that need to be fed back from the meeting to the other North West reps and the wider network members.
* Ensure that the perspective of the voluntary sector is heard in discussions and when decisions are being made by the group.
* Comment on, participate in and influence the work and general business of the groups you attend, always bearing in mind the local and area wide perspective of the voluntary sector.
* Work with staff on any issues arising which require to be taken forward by the voluntary sector e.g. consultations, responses etc.
* Share all information, papers, presentations from the meetings with NWGVSN staff.
* Let NWGVSN know if you are unable to attend meetings and liaise with your substitute rep’ to ensure the meeting is covered.
* Attend NWGVSN reps meetings, to get support, share your perspective and plan inputs that need a strategic response.