

Role and Responsibilities of Voscur Representatives

Why are there Voscur representatives?

Voscur is made up of hundreds of community, voluntary and social enterprise groups active in Bristol. Voscur representatives play an important role in making sure their views and the views of the voluntary community and social enterprise sector are reflected and heard at the Bristol Partnership and other priority partnerships.

What are Voscur representatives expected to do?

Voscur representatives (reps) must represent the views of, and be accountable to, Voscur members and work within the policies, values and principles of the organisation, supported by Voscur's members, Directors, and staff team.

To achieve this, reps should carry out the following activities.

- Attend relevant Voscur meetings (reps are expected to attend four Voscur Assemblies per year) to feedback from their Partnership and to be available to Voscur members who wish to talk to them about their work with that Partnership.
- Make available their contact details so that Voscur members can contact them in between meetings in order to talk through their work in more detail.
- Contribute a brief reports from each of their partnership meetings to the Voscur Newsletters (bi-monthly).
- Attend, and actively participate in each of their Partnership meetings. If reps are unable to attend a meeting they should contact Voscur to ensure that a deputy or substitute rep can attend in their place.
- Prepare for partnership meetings by reading the papers and being available to talk through the issues arising with Voscur staff. Reps are expected to raise any significant issues to be discussed at their partnership with Voscur staff.
- Disseminate relevant information from their partnership papers and meetings (Voscur staff will help disseminate information to members).
- Keep up to date on issues that are relevant to the sector and the particular area of work they represent
- Contact the Voscur office immediately if communication becomes difficult between the rep and the partnership, or any other problem arises affecting Voscur's strategic representation at the partnership.

- Inform the Voscur office as soon as possible if they find they are unable to continue as a rep for any reason.
- Formally give notice if they are unable to continue as a rep.
- Attend meetings with other Voscur reps held quarterly to share news and information from their partnership

How long do reps stand for?

Reps are elected for a period of two years but may stand for re-election at the end of that period.

What support do reps receive?

Voscur reps are supported by Voscur staff who will provide advice, support and help to ensure reps stay in contact with Voscur members. Reps can also receive support and advice from the Voscur chair and chief executive. Voscur will also pay reps out of pocket expenses.

How should reps behave at meetings?

Reps are expected to play an active part in the meetings they attend. Reps should contribute to the discussions and ensure the views from the VCS are contributed. At meetings reps can of course disagree with other partners but reps are expected to behave courteously and politely to other partners at their meeting.

What happens if a rep does not fulfil their role?

If a rep fails to follow the Voscur policies and principles or fails to carry out the role of the rep, this could lead to a rep being subject

If you have any other questions about the role of a Voscur rep please call Matthew Symonds on (0117) 909 9949 or email matthew@voscur.org