



WIC Voices Hub - Short Term Representation Proposed Policy for Nominating VCS Representatives onto 'short-term' representation opportunities

There are times when a full election for a VCS representative, using the agreed format, is neither possible nor practicable. This is especially true for one-off panels, short-term working groups, decision making panels and / or simple review panels. In these situations, the VCS Voices Hub will take responsibility for nominating a representative from the Voluntary & Community Sector (VCS). To be able to do this, the VCS Voices Hub will create a 'Nomination Bank' of representatives taking into account the following:

Any nominee should be:

- Independent of the process
- Knowledgeable of the activity
- Able to articulate clearly on behalf of the sector
- Provide report(s) on the work (subject to confidentiality issues) – to the Voices Hub
- Willing to undergo any training if required and to attend any pre-meetings as necessary.
- Understand, and abide by, appropriate standards of behaviour as a VCS representative

Where possible a role description will be produced but due to short time frames this may not always be possible

The VCS Voices Hub will advertise widely to collate a 'Nomination Bank' of VCS individuals willing to undertake representation activity of this nature.

Each potential representative must be nominated by a VCS organisation or community group. Anyone interested in being considered for the 'Nomination Bank' should send a brief résumé of their skills and experience, signed by their Trustee Chair, CEO or equivalent, to VCS Voices Hub c/o WAVOCC, The Training Station, Gt. Malvern Station, Malvern, Worcs. WR14 3AU or email: wavocc@btconnect.com



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All nominees will be contacted to:

- a) be asked to attend an interview to discuss their skills, or
- b) confirm they have been added to the 'Bank'

In the unlikely event of an application being refused, full feedback for this decision will be provided to the nominee, on a confidential basis, by the Chair of the Voices Hub, including the procedure for appeal

Membership of the 'Nomination Bank' will be reviewed annually and the VCS Voices Hub will attempt, where possible, to ensure that opportunities for representation are distributed equitably to all 'Nomination Bank' members

Nominating organisations should note that WIC is unable to meet the expenses incurred by selected nominees except in exceptional circumstances

It is important to state that this policy is **not** to be used for representatives on strategic / commissioning boards or those with a 'long-term' role (see E&R Representation Policy)

To discuss any points contained in this paper please contact: Sally Ellison, Chair, The Voices Hub, Worcester Volunteer Centre, 33 The Tything, Worcester. WR1 1JL

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Prepare by Sally Ellison November 2008 (1)

