

East Midlands Voluntary Youth Network Steering Group Terms of Reference

Title

1. The East Midlands Voluntary Youth Network Steering Group (EMVY Network Steering Group).

Purpose

2. EMVY Network. The 'EMVY Network' exists: *to provide an inclusive and diverse network for the voluntary youth sector in the East Midlands in order to promote development and to provide strategic influence.*
3. Steering Group. The EMVY Network Steering Group exists to lead, co-ordinate and sustain the EMVY Network, to ensure that it functions effectively, efficiently and economically and to review its progress.

Strategic Aims and Objectives

4. The EMVY Network has the same strategic aims and objectives as One EM. (Influencing, Communicating, Enabling and Strengthening). The EMVY Network priorities and actions will be determined by what is happening within the youth sector at the time.

Organisation and Recruitment of the Steering Group

5. The Steering Group shall consist of 11 core members from the EMVY Network. Up to 3 additional members from the EMVY Network may be co-opted onto the Group. Up to 3 Associate members may be elected from National and Regional youth organisations. Associate members do not need to be members of One East Midlands (One EM). Where volunteers can be found the Group will have:
 - 5.1 One member representing voluntary youth in each of the 6 Counties in the East Midlands. Voluntary youth sector organisations will be asked to nominate a representative to the Steering Group.
 - 5.2 3 members aged between of 18 and 25 years.
 - 5.3 A spread of skills across the membership.
 - 5.4 One or 2 Associate members from Local Authorities in the East Midlands.
6. Members of the Steering Group will be expected to:
 - 6.1 Attend meetings of the Steering Group and make a positive contribution to discussion and decisions.

- 6.2 Acquire and input the opinions of those voluntary youth organisations within their sphere of influence.
- 6.3 Provide feedback to other organisations in the voluntary youth sector within their sphere of influence.
- 6.4 Undertake basic analysis and research on relevant strategic youth issues so as to continuously update themselves and understand issues and developments.
- 6.5 Attend key strategic meetings and events on behalf of the Network.
- 6.6 Set priorities, prepare an annual plan and assess success of the Network.
- 6.7 Raise funds for the running of the network.

7. The Steering Group, with the help of One EM, will be responsible for recruitment and selection of core members. Only registered members of the network, including the Steering Group, shall be invited to apply for the positions. It is the responsibility of the candidates to get clearance from their employers/organisation before they apply.

8. The voluntary youth sector will be informed of the vacant core membership positions through electronic mail, the One EM website and the EMVY website. Interested members will be invited to submit a pro-forma outlining their availability and suitability for the position under consideration. The Steering Group will consider all applicants and select the most suitable candidate for the position under consideration. Decision making will be by consensus and where an agreement cannot be reached a vote of the full membership may take place. Each core member will have one vote. Successful candidates will be informed by e mail by One EM, as the accountable body.

9. Core members shall serve for 2 years. They will be eligible for re appointment (or election if contested) for a further 2 years with no limit on their total term of service. Co-opted members shall serve for one year. They may be reappointed for a further year with no limit on their total term of service.

Proceedings of the Steering Group

10. The Steering Group shall be led by a chair and a vice chair from the voluntary youth sector. Steering Group members will elect the chair and vice chair for a 2 year term. Chairs and Vice Chairs will be eligible for re-election for a maximum combined term of 4 years.

11. The Steering Group will meet up to six times each year and will be supported administratively by One EM.

12. A Steering Group member who absents themselves for more than 3 consecutive meetings without leave of absence shall be suspended from their position. A new member shall be elected to replace the vacated position.

13. The Steering Group may invite representatives from other organisations to attend its meetings.
14. There shall be a quorum when at least one third of the number of members of the Steering Group for the time being or three members of the Steering Group, whichever is the greater, are present at a meeting.
15. Every matter shall be determined by a majority of votes of the members of the Steering Group present and voting on the question but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.
16. The Steering Group may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents.
17. The Steering Group may appoint one or more sub-committees consisting of three or more members of the Group for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Group would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Board.
18. The Steering Group will keep minutes, in files kept for the purpose, of the proceedings at meetings of the Group and any sub-committee. The minutes will be circulated to all members.

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