

Support for Teignbridge CVS Representatives

Teignbridge CVS will offer support and advice to representatives (reps) through our network meetings e.g. relevant forums, our paid staff team, Teignbridge CVS Trustees/Directors and Teignbridge CVS members. We will make information on relevant topics available, devise and offer training, and organise briefings and events so reps can develop their knowledge and experience. All direct expenses incurred through Teignbridge CVS/ VCS representation work will be met (where these are not met directly by the Partnership that reps are attending).

As a Teignbridge CVS/VCS rep you will gain:

- the opportunity to actively represent the voice of the community and voluntary sector
- experience and increased skills in working at a strategic level
- a broader understanding of other agency workings, and how things link together
- networking opportunities
- an insight into how decisions are made and direct involvement in this process.

Teignbridge CVS/VCS reps will be supported by a named member of Teignbridge CVS staff who will:

- arrange an induction session for new reps, where they may meet the 'retiring' rep and learn about any issues that need following up, and learn about the background and current work of their partnership and its other partners
- arrange a meeting with the chair of the partnership on which the rep will sit
- arrange at least one opportunity per year for the rep to meet Teignbridge CVS's Board of Directors/ Trustees
- arrange to meet the rep at least twice a year to support them in their work as a rep
- make relevant information available
- work with the rep to identify and arrange training opportunities appropriate to the role
- organise pre-meeting briefings (e.g. meetings or phone conversations) and events so that reps can develop their knowledge, skills and experience
- assist the rep in carrying out their communication responsibilities between the Teignbridge CVS membership/ VCS and their Partnership
- ensure the reimbursement of out-of-pocket expenses incurred by being a Teignbridge CVS rep.