

## **Role and Responsibilities of Teignbridge CVS Representatives**

---

Teignbridge CVS representatives (reps) must represent the views of, and be accountable to, Teignbridge CVS members and work within the policies, values and principals of the organisation, supported by Teignbridge CVS members, Trustees / Directors, and staff team.

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

- Attend relevant Teignbridge CVS meetings e.g. local forums or networks to feedback from their Partnership and to be available to Teignbridge CVS members who wish to talk to them about their work with that Partnership.
- Make available their contact details so that Teignbridge CVS members can contact them in between meetings in order to talk through their work in more detail.
- Contribute brief reports from their partnership to the Teignbridge CVS Newsletters.
- Arrange for partnership papers to be sent directly to them with a copy going to the Teignbridge CVS office for information. (A Teignbridge CVS staff member may already attend the partnership meeting and receive papers directly.)
- Regularly attend, and actively participate in, the relevant Partnership meetings.
- Prepare for partnership meetings by reading the papers and being available to talk through the issues arising with Teignbridge CVS staff.
- Contact the Teignbridge CVS office immediately if communication becomes difficult between the rep and the partnership, or any other problem arises affecting Teignbridge CVS's/or VCS strategic representation at the partnership.
- Inform the Teignbridge CVS 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.

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