

# Fife Voluntary Sector Children's Forum

## Representatives' Role & Responsibilities

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### Role and responsibility of voluntary sector representatives on strategic/local groups

#### Aims

- To represent the interests of the voluntary sector as a whole, as a full partner in children's services
- To represent the best interests of children and young people in Fife
- To encourage effective partnership working
- To offer creative, flexible ways of working with children and young people
- To influence, contribute towards and have a positive impact on outcomes for children and young people in Fife. This could include inputting to ideas about good practice in direct work with children and young people or participating in strategic planning decisions

#### Commitment/Communication

- Agree to attend specific groups/meetings and participate as fully as possible
- Take responsibility for becoming familiar with issues relevant to children's services as a whole, for example, the Getting it Right agenda
- Regularly attend the voluntary children's services executive group, providing feedback from groups/meetings attended on information and issues raised
- Draft articles or provide minutes from meetings for inclusion in a voluntary sector newsletter and/or FVA website
- As requested, provide input for multi-agency inspections in children's services in Fife
- To follow the Forum's Communications & Reporting Procedures
- Meeting Report Template – to cascade key points from the meeting

**NB** Everyone's role on groups/meetings will be reviewed annually, but this can be done earlier if specific reasons to do so become apparent. A list of who attends each group will be compiled.

*Last reviewed: 2014.*