**SHARE Volunteer Co-ordinators Forum**

**Terms of Reference**

**Mission**

The SHARE Volunteer Co-ordinators Forum will act as a central hub for local Volunteer Co-ordinators/Managers to network and will champion heritage volunteering in the East.

This forum is for anyone whose role involves co-ordinating a volunteer programme and managing volunteers at a museum or heritage site in the East of England. It will be open to paid staff, volunteers and trustees.

**Aims**

To facilitate and encourage Volunteer Co-ordinators/Managers in the East to meet up, develop and support local networks.

To encourage CPD and provide learning opportunities for those who are keen to reflect on and develop their volunteering programme drawing influence from outside and inside the sector and including external speakers and visits.

To provide a mutually supportive network to share experience, discuss issues and find solutions.

To raise the profile of and gain recognition for the importance of the Volunteer
Co-ordinator/Manager role.

To facilitate information gathering for the region in order to feed up to National Organisations, such as the Heritage Volunteering Group, and to promote Heritage Volunteering in the East.

To promote the benefits of volunteering for the community and individuals with regards to wellbeing and lifestyle.

**Actions**

Build up a contact list of Volunteer Co-ordinators/Managers across the region to facilitate communication.

Organise a launch event for the Volunteer Co-ordinators Forum to raise awareness of the network and to consult on topics for future meetings.

Organise three meetings a year at different locations around the region: meetings to focus on a key theme but also provide opportunities for general discussion and networking.

Organise one event a year which is open to museums across the East of England as part of the SHARE training calendar.

Collate resources and advocacy materials as appropriate.

30 March 2015