



WEST LOTHIAN VOLUNTEER NETWORK (WLVN)

TERMS OF REFERENCE

1. NAME

- The name of the group is West Lothian Volunteer Network (known as WLVN).

2. THE GROUPS AIMS AND OBJECTS

- Promoting the involvement of volunteers within West Lothian
- Sharing experience of policy and practice in relation to volunteers and volunteer management in order to develop and enhance existing practice
- Sharing learning in relation to new developments within volunteering
- Establishing good practice in relation to volunteers.

3. PARTICIPATION OF THE GROUP

- Currently the group is made up of Volunteer Managers/Co-ordinators from organisations across West Lothian
- Attending & participating at meetings (including any sub-groups)
- Sharing information on any developments, initiatives and issues related to the work of the group
- Contributing expertise and specialist knowledge as appropriate
- Promoting and publicising the work of the group, individual organisations, networks and membership
- Sharing resource materials that contribute to best practice.

4. CHAIRING THE VOLUNTEER NETWORK

- WLVN will be chaired, on rotation, ideally by the host organisation or as appropriate.

5. MEETINGS

- WLVN will meet monthly. Venues for meeting will rotate across member groups (within West Lothian).
- Minutes will be taken, on rotation, then forwarded onto designated email distributor for circulation to all members.

6. MEMBERSHIP

- Membership is open to all volunteer involving organisations in West Lothian with an interest in furthering the aims of the group. Participants may be drawn from the voluntary sector, third sector, council services and other statutory services/organisations.

7. REVIEW

- The WLVN remit, progress and membership will be reviewed and updated annually.