

## Terms of reference

**Name of group:** Volunteer Forum

### **Purpose of the group:**

Lymphoma Action's approach to volunteering is that it is inclusive, meaningful and impactful. We recognise that together with the support of our volunteers we can be much more effective in our mission to make sure that no one has to face lymphoma alone. We want our volunteers get the most out of their volunteering experience, whilst making a positive difference for people affected by lymphoma.

The purpose of the Forum is to create a space for volunteer representatives to have a voice in their experience on a national and local level, and to provide valuable insights to help shape the future developments of Lymphoma Action's volunteering programme. This activity will be aligned with Lymphoma Action's strategic plan.

### **Membership:**

- The forum is open to active, official volunteers and will consist of up to 12 members.
- Good representation of different volunteer roles, different regions and diversity across the UK.
- Volunteers interested in joining the forum will fill out an expression of interest form.

### **Key roles and responsibilities:**

The Forum members will:

- offer insights and feedback on a range of volunteering developments and the delivery of the volunteering strategy - including training, recognition, support, resources and impact.
- share ideas for developing the volunteer experience and growing our volunteer community across the UK.
- meet other volunteers to share experiences and help shape the volunteer programme together.
- act as representatives for Lymphoma Action's volunteering programme by promoting and championing volunteer activity.

## **Operation of the group:**

- This is a flexible opportunity with the Forum coming together at least 2-3 times each year.
- Meetings will take place online (Zoom) with possible opportunities for face-to-face meetings in the future.
- Communication outside of meetings will take place by email or an alternative method, mutually agreed by the Forum.
- The Forum's activity/insights will feed in other areas of the charity, specifically for volunteer involvement. For example, the Buddy Service Insight Panel or role specific developments.
- All documents that are shared must be kept confidential and not shared with any third party (for example, documents in development which are not yet finalised).
- The Forum will be supported and managed by the Volunteering Development Management. Other staff members will provide additional support where required.

## **Review:**

- The Forum will review its membership and function every three years.