

Voluntary Sector Employability Forum Remit

1. Aims & Remit

The role of the forum is to facilitate the effective and collective involvement of Fife's Voluntary/Third Sector contribution to the Employability Agenda. The forum will link into the strategic group, Opportunities Fife, and aims to:

- Develop greater synergy between Voluntary Sector organisations engaged in employability-related work
- Improve opportunities for Voluntary Sector organisations to feed in their expertise/experience of working with specific client groups to strategic policy-making forums and to support those already playing a representative role on behalf of the sector
- Create a single point of contact for partner agencies wishing to approach the Voluntary Sector regarding employability initiatives
- Develop training initiatives and oversee mapping work carried out by the project to develop a clearer picture of current Voluntary Sector activity in relation to employability

In order to achieve this, the forum will:

1. Elect, support and hold to account Voluntary Sector representatives to Opportunities Fife groups (forthcoming)
2. Meet every two months to enable a regular exchange of information, inspiration and expertise across the Voluntary Sector
3. Inform statutory and other partners of the range and professionalism of services delivered by the Voluntary Sector
4. Use the services of CVS Fife to publicise its meetings, activities and consultations with a view to securing as broad a participation of the Voluntary Sector as possible

2. Membership

Membership is open to all constituted voluntary organisations operating in Fife who are engaged/or would like to become further engaged in employability initiatives.

3. Representatives

The forum will elect, support and hold to account voluntary sector representatives to forthcoming Opportunities Fife groups

Representatives will normally be elected annually.

Representatives are expected to:

- Attend the meetings to which they have been elected to represent us
- Work with CVS Fife to ensure the sector is kept informed of, and is able to contribute to, the proceedings of the forum
- Represent the collective and differing views of the organisations in the forum

Failure to attend two consecutive meetings of the forum without acceptable apologies will lead to the representative being replaced.