

**Lancashire and South Cumbria   
VCFSE Alliance**

**Representative Roles & Responsibilities Protocol**

The following are the expectations of your role and responsibilities as a member of the Alliance or a VCFSE representative on all LSC ICS boards or committees.

**Your role is to:**

1. Speak on behalf of the VCFSE Assembly and advocate for the views and perspectives of the sector.
2. Act as an advocate for the sector in the interests of the common good.
3. Be accountable to those who have nominated you.
4. Ensure there is an ongoing dialogue between you and your nominating network.
5. Promote sector activity and be positive about the sector.
6. Bring solutions to meetings as well as challenges faced by the sector.
7. Promote joint working across the sector and act as a critical friend for partner’s services.
8. Attend relevant meetings to carry out the above – see responsibilities for more details.
9. Recognise and engage in the learning journey of the Alliance to:
   1. Share relevant experiences of influencing with other members of the Group.
   2. Understand the needs of the VCFSE sector.
   3. Familiarity with key policy information relating to the VCFSE sector.

**Your role is not to:**

1. Represent yourself or the views of your organisation.
2. Feel you must be an expert on everything.
3. Use this position as a forum for giving your opinion, or for forging your own political alliances.

**Your responsibilities are to:**

1. Commit to act on behalf of the VCFSE sector collectively.
2. Be accountable to the VCFSE Assembly – gathering input from colleagues and peers and feeding back to them.
3. Ensure you have the capacity/time to undertake the role and be consistent in attendance of meetings as far as possible.
4. Read papers circulated and prepare for meetings.
5. Attend briefings before meetings as appropriate.
6. Actively participate in meeting discussions.
7. Take suitable notes to feedback to VCFSE sector colleagues.
8. Communicate feedback through the mechanisms agreed by the Alliance.
9. Raise areas of discussion needing wider VCFSE expertise when appropriate.
10. Attend debriefing meetings as appropriate.

**Meeting attendance:**

If you fail to attend three consecutive formal meetings of the Alliance, you will be automatically removed from the group, unless there are extenuating circumstances.

**Membership expectations**

1. All members will aim to ensure positive and effective working relationships within the Alliance, with the wider VCFSE operating in Lancashire and South Cumbria, and with public sector partners.
2. All members of the Alliance will seek to create an environment of mutual respect and trust, adhering to the highest standards of equal opportunity and non-discriminatory practice
3. All members will provide a high level of constructive support, challenge and debate, and recognise the value of honesty within discussions
4. Members of the Alliance will observe the confidentiality of discussion within meetings, and the sensitivity of some issues.
5. It is recognised and accepted that there will be occasions when members of the Alliance may potentially be competing for funding or resources. The Alliance encourages collaborative approaches. Where there is potential for conflict, this will be managed through declaring interests.
6. If a member is unable to attend the meeting, they will contribute views by email in advance of the meeting which will be considered by the other members during discussion and/or send an appropriate and briefed representative in their place.
7. Members are expected to work within, and ‘speak with one voice’, on policy issues that the Alliance has debated and agreed.
8. Members representing the Alliance at external partnership meetings are expected to formally feedback to the network and ensure that their messages and views are in line with the policy direction / approach agreed. They are representatives of the VCFSE Alliance and should operate in this way.
9. It is recognised that members have different levels of resources available to them to be able to contribute to the work of the Alliance. Whilst the Alliance will seek to secure external resources to support its work, members might be expected to consider how they contribute resources: this may be financial, or donating time, meeting venues, providing administration etc.
10. In terms of representing the sector to partner agencies, members will ensure and expect a unified, coherent front in engaging with partner agencies.