

## **Association for Project Management**

### **Volunteer Delivery Group (VDG) Terms of Reference**

#### **A Approval**

Approved at the 22 January 2024 Board meeting.

#### **B Status**

The VDG is not a Board Committee and has no delegated authority except as set out in these terms of reference. The Board sets the overarching framework for the support of volunteers in section D of the APM Regulations. The Board approves these terms of reference and may consider recommendations for change from staff and the VDG.

#### **C Scope**

The VDG's scope covers all volunteering activities. This includes Regional Networks, Interest Networks, mentors, education outreach, task & finish group activity and any other current or newly established area. Volunteering is any activity that involves spending unpaid time doing something that aims to benefit APM's charitable objectives.

#### **D Governance Matters**

1. The Board's Champion for volunteers will be a member of VDG. The Board may also appoint the Chair of VDG. If the Board does not appoint a Chair, the VDG may appoint one from amongst the other volunteer members.
2. In the absence of the Chair, another member of the group may chair an individual meeting. In the event there is an equality of votes, the Chair may use a second casting vote.
3. All members of the group (including staff) have the right to attend, speak and vote at meetings. The CEO is also entitled to attend meetings as necessary. Other individuals may be invited to attend any part of a meeting as and when appropriate, but they will not vote or count towards the quorum.
4. The Director of Education and Lifelong Learning is the group's executive lead. They may choose to delegate functions and/or be represented at meetings by another member of staff. The Head of Events and Volunteer Engagement shall act as the key contact member of staff and they or their nominee will act as Secretary.
5. Minutes and actions will be recorded and ideally circulated within 2 weeks of the meeting. Minutes will be reported to the next meeting for approval. An agenda and any papers will be circulated to members in advance of the meeting.
6. The Board Champion for volunteers will report as necessary to the Board on the work of VDG. The wider volunteer community will be kept informed of the work of the group on a regular basis.

7. The quorum is three, or one third of the members (rounded to the nearest whole number), whichever is the greater. The quorum must include a majority of volunteers.
8. The VDG shall hold meetings as required and is expected to meet at least quarterly. Meetings may be held in person, by telephone or video conference.
9. Where the Chair agrees, minor decisions may be taken 'out of meeting' via email approval. In rare urgent matters recommended by the CEO or Director of Education and Lifelong Learning, the Chair may approve action on behalf of VDG. Such decisions will be noted in the minutes of the next meeting.

## **E Membership**

Composition. VDG membership should include a majority from the volunteer community.

Trustees	At least 1
Volunteer members	6
Head of Events and Volunteer Engagement	1
Senior Volunteering Manager	1

Eligibility. The trustee member(s) will be appointed by the Board. The two staff members will be the individuals holding those roles. Volunteer members must be an individual full, fellow or honorary fellow member. Current or previous experience as a volunteer is not an essential requirement, although VDG may maintain a role profile with desirable criteria.

VDG Appointment panel. An appointment panel (comprising the Chair, Director of Education and Lifelong Learning and Head of Events and Volunteer Engagement) will appoint suitable candidates as vacancies arise. Individuals will be selected following an open call for applications from across the whole volunteering community. The panel may choose to interview applicants. Successful applicants will be selected on merit and the panel will seek to appoint a diverse field of volunteer members to help create a representative and inclusive environment.

Terms of Office. Trustee members' terms are determined by the Board. Staff remain members so long as they are in post. The VDG appointment panel will set volunteer members' individual terms of office to allow for a planned succession and rotation. The usual arrangement will be for two-year membership terms. No volunteer member shall serve for more than four consecutive years.

## **F Role and Duties**

The APM Regulations set the overall role of VDG as follows:

- a) Co-ordinate common activities and issues across all volunteering activity.
- b) Promote consistency, efficiency and common approaches.
- c) Advise on procedures and guidance, including the Volunteers' Handbook.
- d) Agree proposals for activity, for example, task and finish group work.

In fulfilling that overall remit, the group shall have the following non-exhaustive list of duties:

1. Maintain an overview of volunteer activity and report to the Leadership team as necessary on issues of substance. With staff, review overall volunteering strategies and plans, recommending changes where necessary.

2. Determining the selection process for Regional and Interest Network Leads and Deputy Leads, making specific appointments as necessary. Undertake engagement and outreach work with network leads as necessary.
3. Review and approve proposals for task & finish group activity. Issues too large, costly or complex for T&F group activity may be referred to the Leadership Team for consideration. VDG will maintain an oversight of T&F group work with VDG members supporting activity as necessary.
4. Promote core defined volunteering activity for Networks. i.e. setting minimum expected levels of service and ensuring support is in place.
5. Comment on the preparation of guidance and advice, including maintenance of the Volunteers' handbook and other support materials.
6. Monitor dormant or unproductive groups and activities. Encourage them to recover or disband as appropriate, engaging as necessary with network leads.
7. The VDG may be asked to review proposals and recommend to the CEO the creation or closing of new networks or other volunteering groups.
8. Advise on the programme and content for volunteer forums.

Ends