

# Shetland Community Facilities Network: Terms of Reference

(January 2022)

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## Vision

A strong Shetland community where voluntary groups and organisations which manage a community facility receive the support and resources they require.

## Mission

To provide a regular platform for voluntary groups and organisations who manage a community facility to network, learn, collaborate and share information to improve the management of the facilities for the community.

## Aims

We aim to:

- discuss issues of concern to groups managing community facilities.
- share information and good practice
- identify needs and learn from each other
- consult, identify representatives to particular bodies (e.g. Licencing board)
- act as a filter for information to and from the sector, signposting to local and national resources
- lobby, both locally and nationally, on issues affecting the sector
- Invite input from relevant organisations on matters of concern from insurance to funding.

## Terms of Reference

Role	<p>The Shetland Community Facilities Network will be an independent group which is facilitated by Voluntary Action Shetland.</p> <p>The objectives of the Network are:</p> <ul style="list-style-type: none"><li>• to enable organisations managing community facilities to discuss issues of relevance</li><li>• to provide an opportunity to share information, bringing examples of good practice adopted by others, helping all organisations to become more effective and efficient</li><li>• to identify training needs among organisations</li><li>• to appoint representatives to local bodies of relevance to the Network (e.g. Shetland Licencing Board)</li><li>• to act as a filter for information, both upwards to higher planning authorities and downwards to individual organisations and their members</li></ul>
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	<ul style="list-style-type: none"> <li>• to act as a collective voice and to lobby on issues affecting organisations managing community facilities in Shetland</li> <li>• to help access resources which will benefit the Network</li> </ul>
Remit	<ul style="list-style-type: none"> <li>• The Network will meet at least 2 times per year (frequency of meetings to be established), with further meetings called as required.</li> <li>• VAS staff will administer meetings of the Network.</li> <li>• Members will be encouraged to circulate minutes within their organisations.</li> <li>• Minutes will also be posted on the VAS website so they are accessible to all interested parties.</li> </ul>
Membership	<ul style="list-style-type: none"> <li>• The Network will be established by VAS and a member of VAS staff will chair the Network.</li> <li>• Other members will be any individual who is involved with a local community facility as a committee member or other volunteer.</li> <li>• Observers from statutory organisations including elected members may be invited to attend when particular items on the agenda warrant their attendance.</li> </ul>