



## Heritage Volunteering Group – Terms of Reference

### Vision, Mission and Strategy

The Heritage Volunteering Group (HVG) exists to promote volunteering, champion best practice and connect practitioners in heritage volunteering across the UK.

We seek to support all Volunteer-involving heritage organisations, from the natural to the built environment, ranging from volunteer led organisations to independent, regional or National Museums, trusts or groups.

Our definition of 'Heritage' reflects that of the HLF:

- Land and Natural Heritage
- Museums, Libraries and Archives
- Buildings and Monuments
- Cultures and Memories
- Industrial, Maritime and Transport
- Community Heritage

We will achieve our vision by focusing on three strategic areas:

1. Supporting and Facilitating networking and ideas sharing;
2. Signposting to useful resources to support good practice;
3. Giving heritage volunteering a voice at all levels.

### Governance and Meetings

HVG is comprised of three levels of Membership:

- 1. The Executive Committee** consists of four positions: Chair, Vice-Chair, Treasurer and Secretary. These posts are responsible for programming meetings, and determining, in partnership with the Steering Group the future development priorities and event programme for HVG. It is recognised that the Chair speaks on behalf of the whole membership.
- 2. The Steering Group** consists of representatives from the Heritage and/or Voluntary Sector, notably those with responsibility for, or expertise in, volunteer management. This group are invited to the meetings, and have voting and nominating rights.
- 3. The Membership** is anyone who has an interest in the development of volunteering within the UK Heritage Sector and comprises all those who have expressed an interest or joined a HVG initiated mailing list. This group are sent information about the steering group and minutes from the meetings, as well as opportunities to join the steering group as they arise.

The Steering Group and Executive meet three times annually, rotating around participating members' venues. Occasionally, colleagues from the regional forums or other relevant sectors will be invited.



## Elections and Membership

The Executive Committee is rotated through election every three years, with elections staggered 6 months (approx.) apart for continuity. The process is as follows:

- Candidates are nominated and seconded by at least two members of the steering group, have to be from the Steering Group and have to have served for at least a year/attended three meetings (whichever is the longest).
- Voting is limited to the Steering Group and is by first preference vote only.
- Executive post holders are eligible to stand again immediately after the end of their term, to a maximum of two successive terms (6 Years), as long as they are nominated and seconded. They are re-eligible after one term of absence from the executive or at the next election, should that be sooner.
- At election time, unopposed Executive Post Holders can continue in office for one year intervals at which point another election should be held, until the maximum term is reached.
- Voting can be in person at the Election meeting, or by proxy in advance by active members. Non-Activity of members will be assumed if they do not attend any meetings during a calendar year.
- Notice to stand must be posted (including details of the nomination/s and seconders) at least a full calendar month in advance of the election meeting.
- All steering group members will be notified of candidates and voting procedures at least two weeks in advance.
- Nominations are invited three months prior to the election date.
- The Executive reserves the right to make emergency arrangements in the case of a non-standing successor to Executive Posts.

The **Steering Group** is comprised of about 30 delegates from sector-representative organisations. It is comprised of individuals and organisations who have expressed an interest in HVG and its endeavours, or have been invited by the Executive and Steering Group. We aspire to assemble a diverse sector representation.

- The Steering Group comprises representatives from Heritage Organisations, but individuals and organisations supportive of the HVG and its aims should also be included where their expertise or outlook is beneficial to HVG's interests.
- Members of the Steering Group are given the opportunity to suggest, nominate and vote on new members as appropriate and to support current HVG strategy
- Steering Group members have nominating and voting rights from day one, but are ineligible to stand for the executive until they've served for a year or attended three meetings, whichever is the longest.
- It is acknowledged that a potential member's experience, passion and contacts, for example, would be appropriate considerations for membership regardless of the sector or organisation they are part of: However - if a member/org. drops out, we would *ordinarily* seek to replace like-for-like, from a sector specific point of view.



The wider '**Membership**' are all those who have signed up to HVG's 'mailing list'.

- Membership is free, but we ask members to complete a registration form recording details of the individual/organisation. We also aim to capture data beneficial to HVG's aims at the registration point. All data is collected, held and processed strictly within the terms of the Data Protection Act 1998.
- Anybody can join - they don't have to be in the heritage or volunteering sector.
- They should be given the opportunity to contribute to Steering Group meetings by posting questions, and via the website, would be given access to meeting minutes (abridged) and any best practise share using their email address as login.
- The members are also given priority notification of events like the Heritage Volunteering Conference.