

## DCU Volunteer Working Group

### Terms of Reference

#### Purpose

The purpose of DCU Volunteer Working Group is:

- to assist DCU Volunteer in developing long-term strategy and sustainability plan;
- to provide expert input, insights, objective opinions and guidance related to the activities at DCU Volunteer and its specific projects;
- to serve as a champion for DCU Volunteer in the relevant DCU Unit or External Organisation.

#### Scope & Authority

The Working Group will function as an expert advisory body. The scope of its duties will include providing advice, insights and recommendations to DCU Volunteer Management, who have the authority to implement decisions and actions taken on that advice. The Working Group will provide an opportunity for members to seek guidance, assistance and aid from one another and from DCU Volunteer. DCU retains sole control over appointments and management structures at DCU Volunteer.

#### Membership

Members of DCU Volunteer Working Group will include representatives from DCU in the Community and a wide range of charitable and civic student led societies within DCU, as well as representatives of DCU Students Union, Departments and other Units. The size of DCU Volunteer Working Group will be between 10 and 18 members.

DCU in the Community Management will contact the heads of organisations, DCU Units, Departments and Faculties with membership invitations, who in turn can nominate representatives. DCU in the Community Management will strive to ensure broad and diverse representation and will retain authority over inviting new members; however current members of DCU in the Community Advisory Board may also make recommendations.

Current list of DCU in the Community Advisory Board members:

Name	Affiliation
Ruth Lynam(Chair)	DCU Student Volunteer Coordinator
Siobhán Mc Tague (Deputy Chair)	DCU SU - Engagement & Development Officer
DCU Representatives	
Seanie Germaine	DCU Raising & Giving Society
Aideen Foley	DCU HeadstARTS Society
Thomas Hand	DCU Enactus
Emmajane Reidy Lloyd	DCU FLAC
Meghann Gaffney	DCU Amnesty International
Oonagh Conway	DCU SUAS

Evan Cudden	DCU SVP
Sarah Diver	DCU Global Brigades
Martin McDonnell	Mental Health Society
Steven Baldesco	Heart Society
Cliona Maughan	AIESEC
Joanna Ozarowska	DCU in the Community

### **Meeting Arrangements**

DCU Volunteer Working Group will meet monthly, with meeting arrangements as follows:

- DCU Volunteer Representative will contact members one month in advance of the meeting to save the date and RSVP;
- At least 10 members of Working Group must confirm attendance for the meeting to take place; otherwise, DCU Volunteer will suggest an alternative date;
- The agenda for the meeting will be prepared by DCU Volunteer Management. The agenda and any supporting documentation will be circulated to members one week in advance of the meeting;
- DCU Volunteer Management will make arrangements regarding room booking and catering for the meeting;
- Working Group meetings will be chaired by DCU Student Volunteer Coordinator or nominee;
- Working Group member, or nominee, will minute the proceedings of the meeting;
- Minutes of the meeting will be sent to Working Group members within 2 weeks after the meeting;
- Between meetings, DCU Volunteer Management will liaise with specific organisations and DCU Schools, Units and Offices regarding specific actions arising from the meetings;
- Additionally, DCU Volunteer Management will also ensure that all Working Group members receive DCU Volunteer/DCU in the Community Annual Reports in September – November each year.

### **Review**

These Terms of Reference will be reviewed once per year. Next review will be in January 2018.