

## **ROLE DESCRIPTION FOR NCVO ASSEMBLY MEMBERS**

Nov 2008

The National Council for Voluntary Organisations (NCVO) is the umbrella organisation for the voluntary sector in England. NCVO's vision is of a society in which people are inspired to make a positive difference to their communities. A vibrant voluntary and community sector deserves a strong voice and the best support. NCVO aims to be that support and voice.

### **What is the NCVO Members' Assembly?**

The Assembly complements the work of the Trustee Board and will ensure that NCVO members are represented and involved in its work; contributing to the development of new and emerging thinking on public policy issues and providing input, information and advice as public policy positions are developed.

Membership of the new Assembly will be an inspiring and empowering experience and will ensure that the immense knowledge and skills which lie within the sector are captured and harnessed using a range of innovative and modern techniques.

The Members' Assembly role is: "to consider debate and advise the Trustee Board on matters of sectoral policy and other such matters as may be referred to it from time to time by the Trustee Board" (NCVO Regulations, set up under Article 76 of the NCVO Articles of Association)

### **What is the composition of the Members' Assembly?**

The Members' Assembly is composed of the following:

- The Chair [Of the Board of Trustees]
- 40 elected members from thematic electoral colleges and regional electoral colleges
- Up to 10 members elected by the Members' Assembly members.

Other than the Chair, no trustees of NCVO are members of the Assembly.

Members of the Assembly are elected for a term of three years and may stand for one further term of three years.

## **The Role of Assembly members and time commitment**

Assembly Members are expected to engage in discussion and debate at meetings of the Assembly, informed by the views of their electoral college. Meetings of the Assembly will be conducted using a range of methods and using new and emerging technology to ensure that all voices are heard and contributions valued. We aim to be innovative and inclusive.

On appointment, Assembly Members are expected to attend an induction to NCVO and their new role. The Assembly will meet twice a year in May and October from 1100-1600 (approx). One meeting takes place in Central London, usually at NCVO's offices, and the other outside London, usually at a venue occupied by one of NCVO's members.

In between meetings, Assembly Members are expected to develop their knowledge and understanding of issues of importance to their electoral college and to report back.

NCVO will offer support in helping to facilitate this dialogue.

On occasion, NCVO may ask an Assembly member to act as an ambassador for NCVO, for example, by opening a regional or thematic conference or by speaking to the media.

Assembly members can claim out-of-pocket expenses incurred in travelling to meetings.

## **Person Specification**

The skills and experience that NCVO expect from members of the Assembly are:

An awareness and interest in Civil Society policy and strategy

An ability to take an effective part in debating those issues

An awareness of the issues of importance to and a willingness to engage with their electoral college

The ability to present those issues effectively to the Members Assembly and to report back on the outcomes of the debate

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