

Member Advisory Panel (MAP)

Terms of Reference

Introduction

Do-it, the National Volunteering Database (NVD) is owned and managed by the registered charity YouthNet UK. Launched in May 2000, Do-it is supported by the Cabinet Office – Office of the Third Sector, as part of the Government's Active Community Strategy, to make information about volunteering as accessible as possible to the general public. The NVD is currently published via www.do-it.org.uk and other websites.

After more than nine years in operation, the NVD lists details of more than 100,000 unique volunteering opportunities and has over 400,000 registered volunteers. Opportunities are posted by approximately 350 local Volunteer Centres using V-Base - YouthNet's Volunteering and Contact management software - and directly on the website, using V-Base Recruiter, by approximately 150 national and regional charities.

The Future Aims

YouthNet is committed to the continuous development and improvement of the NVD, V-Base, V-Base Recruiter and Do-it and how our partners interact with these.

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The MAP has been established to assist YouthNet in the above aims. More specifically the group has been set up to help us with the aim of identifying and continuing to meet the ever-changing needs of a wide range of Volunteer Development Agencies (VDAs) and Volunteer Involving Organisations (VIOs) and their interactions with the NVD.

The MAP will:

- Advise on issues which affect the NVD where clarity is required. This will include information about business processes and practices.
- Give information on how they currently work with volunteers in both recruitment and management.
- Share best practice on how they work with other organisations.
- Help access wider networks for collaboration, support and advice.
- Act as an ambassador for the group and for the NVD, sharing knowledge gained

Membership

We will aim to have a mixture of participants from the voluntary sector with a maximum number of 30. This number may increase or decrease where appropriate or required. Members are asked in principle to commit to working with us for at least 12 months. Membership will be reviewed annually to ensure that all parties are satisfied with this agreement and the working relationship. Should it be necessary for a member to stand down for any reason we would ask for a two week notice period to be given.

Meetings and communications

- Communication will be mainly electronic and will make use of a web discussion forum, the discussions will be with either the whole group or particular sub groups for certain topics.

- Discussions will take place three or four times a year, and members will receive at least two week's notice before the next discussion is due to start.
- They will last for approximately two weeks. However, we may ask ad hoc questions of the group outside of the allotted times in special circumstances.

We are mindful of members existing commitments and responsibilities but would ask that all correspondence is acknowledged and ideally responded to within 2 working days. In addition, YouthNet will endeavour to keep all members of MAP regularly updated with regards to our any development of Do-it and the NVD. If a member is unable to partake in a discussion we would ask for a two week notice period to be given or for them to propose a back up from the organisation.