



V-BASE DEVELOPMENT ADVISORY GROUP (VDAG)

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 seven years in operation, the NVD lists details of more than 100,000 unique volunteering opportunities and has 350,000 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 by approximately 100 national charities.

V-Base is currently used by the majority of local volunteer centres in the Volunteering England (VE) network as well as a number of County Sports Partnerships, youth groups and other volunteer-involving organisations. A number of Councils for Voluntary Service who have volunteer recruitment functions also participate.

The Future

Aims

YouthNet is committed to the continuous development and improvement of the NVD and V-Base. To ensure that the planned redevelopment of the V-Base software meets the needs of our stakeholder groups and is accountable to them, YouthNet requires the support and input of representatives from key partnership groups. The V-Base Development Advisory Group (VDAG) was established for this purpose.

Terms of Reference

The VDAG was established to assist YouthNet in the redevelopment of V-Base. 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-involving organisations and enabling them to work more efficiently and effectively – both independently and in partnership.

Members of VDAG are asked to:

- Advise on detailed functional requirements where clarity is required. This includes information about business processes as well as detailed information on data requirements, including data sharing across organisations.
- Help prioritise particular pieces of functionality by assessing which features/suggestions will be of widest use to V-Base's current and future users.
- Test prototype releases and feedback on functionality and usability, giving detailed information on any issues or bugs.
- Where possible, share information about existing data systems such as bespoke databases they may be using as well as any document templates they may use to capture, store or report information.
- Help access wider networks for collaboration, support and advice.
- Be an ambassador, where appropriate, in developing the role, remit and profile of V-Base within the Voluntary and Community Sector.
- Have the latest version of V-Base Pre-Release installed.

Membership

It is suggested that membership of this Advisory Group involves the following types of organisations:

- Volunteer Centres
- LIOs/CVSs with integrated Volunteer Centre
- County Sports Partnerships
- Health & Social Care Organisations
- Youth Volunteering Organisations
- Student Volunteering Programmes
- Volunteer Involving Charity
- Regional Volunteering Organisation
- involved Teams

Total of 20 members. 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 is 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 ask for a 2 weeks notice period to be given.

Meetings and communications

Communication is mainly electronic and makes use of a web discussion forum as well as direct email and telephone conversations with individuals, the whole group or a particular sub-group.

Communication is on an "as necessary" basis so that we contact members when we need clarification on requirements, input into design/functionality decisions and priorities.

We are mindful of members existing commitments and responsibilities but ask that all correspondence is acknowledged and ideally responded to within 3 working days.

In addition, YouthNet undertakes to keep all members of VDAG regularly updated with regards to our development progress.

Confidentiality

Both YouthNet and the members of the VDAG agree to keep all information exchanged through this working relationship strictly confidential. Neither YouthNet or any VDAG member is permitted to disclose or pass on any information or content that is exchanged via the online forum, or that is disclosed through any other written or spoken communication relating to YouthNet's re-development of V-Base software and the VDAG's evaluation and testing of the V-Base software, to any person or organisation outside of the VDAG, unless they are given express permission to do so by the original disclosing party.

To formalise this requirement, a mutual confidentiality agreement needs to be signed by YouthNet and each organisational member of the VDAG. Participation in the online forum is subject to the confidentiality requirements set out in these terms of reference and each member's compliance with the terms of the confidentiality agreement.

GLOSSARY

CSP – County Sports Partnership
CVS – Council for Voluntary Services
LIO – Local Infrastructure Organisation
NVD – National Volunteering Database
VC – Volunteer Centre
VCS – Voluntary and Community Sector
VDA – Volunteer Development Agency
VDAG – V-Base 3 Development Advisory Group
VE – Volunteering England

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