**Volunteer Steering Group**

**Terms of Reference**

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| **Title of Group** | **Volunteer Steering Group** |
| **Overall Purpose of Group** | The Group will work in partnership and build an ethos of best practise in Volunteering across Sussex Community NHS Trust and work closely alongside the Trusts Mission Statement and purpose. |
| **Specific Objectives/Scope** | To highlight the important contribution that volunteers can make to our organisation and to identify further ways to improve patient experience and quality. |
| **Scope of Decision Making** | The Group will be able to make recommendations about volunteering and its impact it can have on the organisation and its future. |
| **Accountable To** | Deputy Director of Nursing |
| **How Accountability is Demonstrated** | The group will provide a yearly report to Deputy Director of Nursing |
| **Chair** | Lead for Voluntary Services. The Chair is responsible for setting the Agenda and allocating time for each item and ensuring papers are circulated. |
| **Members** | Voluntary and Community Development Team  Expert Patient Programme – Manager Trust Wide  Snowdrop - Trust Volunteer Manager  MacMillan - Community Volunteer Manager- Midhurst  Olive Tree Cancer Support Centre - Manager |
| **Quorum** | Four |
| **Minutes/Notes** | Actions will be recorded. |
| **Confidentially** | The minutes of the meeting are not exempt from the Freedom of Information Act. Minutes will include a statement at the end that they may be released to the public if requested under the Freedom of Information Act. |
| **Frequency** | 3 x yearly |
| **Lifespan of Group** | This is a standing committee |
| **Terms of Reference Approved By** | E.L.T. |
| **Date Approved By ELT** | October 2013 |
| **Review Date** | Annually |
| **Author** | Mandy Cleaver – Lead for Voluntary Services |

**August 2018**