

## **County Kerry**

Community and Voluntary Fora/Networks

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Terms of Reference between:-

**North Kerry Together**

**South Kerry Development Partnership  
Partnership Tra Li**

**Sliabh Luachra**

**IRD Duhallow (Co Kerry)**

**Kerry Community & Voluntary Forum**

DRAFT

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## **Background**

The community and voluntary networks/fora of County Kerry have existed with the support of Local Development Companies (*North Kerry Together*, *South Kerry Development Partnership*, *Partnership Tra Li*, *Sliabh Luachra*) and the Kerry County Council.

*The role of the community and voluntary networks/fora is three-fold:*

- 1. To give opportunities for networking, communication and the sharing of information between community and voluntary groups*
- 2. To encourage participation in local decision making and planning of services*
- 3. To facilitate the election of Community Representatives onto County Decision Making bodies*

This Terms of Reference describes how the community and voluntary networks/fora will fulfil their remit, having been prepared through a process of consultation and facilitation with the Community and Voluntary Forum and the Kerry Local Development Companies in October 2008. (*North Kerry Together*, *South Kerry Development Partnership*, *Partnership Tra Li*, *Sliabh Luachra*, *IRD Duhallow*)

## **Key Principles of Working**

The community and voluntary networks/fora will work in an inclusive, respectful and collaborative manner.

## **County Register - proposal**

- That there will be **one** County Register for community and voluntary groups.
- All groups would be encouraged to apply to this register at local level by Local Developments Companies. (LDCs)
- Information required on community and voluntary organisations local to any of the LDCs would be compiled from the central register.

## **Date for Registration**

- All groups must be registered by 30<sup>th</sup> May in any given year, in order to have voting rights in the following year. (i.e. Registration must be before 30<sup>th</sup> May 2009 in order to vote in 2010.

## **Membership**

Membership of the Networks/Fora is open to all community and voluntary organisations which meet the criteria set out below. Associate membership, that is membership without voting rights, will be granted immediately upon fulfilling these criteria. Full membership of the Networks/Fora will be granted after one year of active membership.

## **Criteria**

Membership criteria for the County Register of Community and Voluntary organisations is as follows.

- The group must have five (5) members or more.
- That the group has been in existence for at least one (1) year (for voting purposes)
- There must be evidence of a structure (i.e. a Constitution, an AGM having taken place etc.).
- There must be evidence of current community based activities.
- Groups should be encouraged and supported to set up appropriate formal structures e.g. Constitution, AGM, and adopt best practice in participation and representation processes.

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- There must be evidence of a structure or documented support from the Local Development Company.

#### **Membership Fees**

- That an annual membership fee of €20.00 be applied to all groups seeking to register.
- Fees to be used to support the work of the Community & Voluntary Forum.

#### **Supports to Local and County Networks/Fora**

Support work for County Forum and other relevant structures for Local Networks and Fora will be provided by the Local Development Companies in consultation with Kerry Community & Voluntary Forum.

Support work for the County Forum and other Forum related structures will be provided by the Community and Voluntary Forum in consultation with Local Development Company as appropriate.

#### **Organisation Representatives**

Individuals representing an organisation on a Network or Forum will do so for a maximum period of three years, after which re-nomination will be sought.

Community & Voluntary Group will nominate a representative and a substitute who would attend when the representative is unavailable. The substitute would remain constant.

#### **Network/Fora Meetings**

##### **Attendance**

Attendance at meetings will be monitored for the purpose of identifying problems with the process and structure. In the event of non-attendance for three consecutive network/fora meetings by an organisational representative, a meeting will be sought between the organisation and Network Facilitator and / or Chair to seek a resolution. If no resolution can be found, a replacement representative will be sought.

##### **Agenda for Networks/Fora**

The agenda for Networks and Fora meetings will include:-

Local Updates

Local Development Updates

County Forum Updates

A.O.B. (decided at a local level)

A timeline for Network and Fora Meetings across the county will be agreed annually so as to maximize inter-network collaborative working.

#### **Representation on Local and County Decision Making Bodies**

Decision Making bodies are deemed to be Local Development Company Boards, the Community and Voluntary Forum, SPC's etc.

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All representatives on Local and County Decision Making Bodies will be elected from the County Kerry Networks/Fora. See appendix 1 for the nomination procedure. (to be finalized.).

### **Criteria for Nomination**

Those seeking nomination must be able to demonstrate capacity through a proven knowledge/interest/track record in the themed.or area of work required, including the following:-

- Ability to fulfill Time Commitments required, for example:-
  - Board Meetings
  - Network Meetings
  - Planning Days
  - Sub-Group Meetings
- Ability to fulfill Reporting and Direction Taking Requirements, such as:-
  - Reporting to and taking direction from Networks and Forums.
- Proven track record of Community Activism including:-
  - Being a voluntary member of a community or voluntary group which has been affiliated to the County Register for a minimum of one (1) year.
  - Ideally has worked on the Theme for representation for a minimum of one (1) year.

See appendix 2 for a generic Representative Brief. (Trish to complete)

### **Generic Criteria for Representation**

In order to spread representation and share workload, County Forum representatives cannot seek nomination to other decision making bodies and representation will be sought from other Network/Fora members.

Elected representatives cannot be nominated.

Employees/professionals, where there is a conflict of interest, cannot be nominated.

That representation will be gender balanced, and that there is a 50/50 split in representatives between men and women.

The representative has to meet the criteria which is laid down by the group by which they are nominated.

That representation should be equal in terms of representation from geographical areas relevant to each decision making body.

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### **Terms of Reference**

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Amended March 2009 following consultation with NEKD

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Prepared by:

**John Loughrey**

JL Consultancy

12 Farm Cottages

Castlegregory

Co. Kerry

Tel: 0857417396

Email: [john@jlconsultancy.net](mailto:john@jlconsultancy.net)

Web: [www.jlconsultancy.net](http://www.jlconsultancy.net)