

## **Volunteer Leadership Network (formerly Chairs Consultation Committee) Guidelines**

These guidelines help us stay aligned and effective.

### **1. Purpose**

- Working together to support the BHS Charitable Objectives.
  - Provides our Regional and National Lead Volunteers with the opportunity to network and share best practice with their fellow volunteers and Home Team colleagues.
  - Offers the opportunity for consultation with and feedback from our volunteers to enable us to achieve our charitable aims and provide beneficial and rewarding volunteer opportunities that support BHS.
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### **2. Make-up of Team**

- Chair of Trustees (Chair)
  - Lead Volunteer from each English Region, or nominated deputy.
  - National Lead Volunteer for Northern Ireland and Republic of Ireland, or nominated deputy
  - National Lead Volunteer for Scotland, or nominated deputy
  - National Lead Volunteer for Wales, or nominated deputy
  - Chief Executive of BHS
  - Director of Strategy and Development
  - Chief Operating Officer
  - Director of Finance
  - Head of Volunteer Support
  - Volunteer Executive (Secretariat)
  - Other members of the Home Team, by invitation.
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### **3. Meetings**

- **Frequency:** Maximum of four times a year and at least two times per year.
- **Format:** One meeting per year will be held in-person. Other meetings will be held online.
- **Preparation:** Read agenda, follow up on actions from previous meetings and bring ideas, feedback from volunteer teams and examples of best practice.

Date: 28/11/2025

- **Attendance:** If Regional/National Lead Volunteers cannot attend a meeting, they should make contact with the Volunteer Executive to provide an update or nominate a deputy.
  - **Recording/sharing:** Minutes will be recorded for every meeting and circulated to all attendees and Regional/National Managers. Information shared at the meeting should be cascaded to fellow volunteers, preferably via Regional/National Volunteer Team Meetings
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#### 4. Roles & Responsibilities

- **Chair:** Chair of Trustees leads meetings.
- **Regional/National Lead Volunteers:**
  - Share innovation and best practice and the cascading of best practice and advice to fellow volunteers;
  - Represent volunteers and members of the Society in their Region or Nation and convey their views to BHS, and advise on how BHS should respond;
  - Provide advice on the local implementation of BHS policies and plans, ensuring that any distinctive geographical, social or political factors which might have implications for the delivery of those plans and policies are considered;
  - Provide advice on the development of volunteering and fundraising at a local, regional and national level;
  - Provide feedback and ideas on how membership recruitment, retention and engagement can be delivered at a local level through the Development Team and volunteers;
  - Provide feedback and ideas on how BHS can effectively communicate with current and potential members and supporters
- **Chief Executive:** Provides an update on the work of BHS and responds to questions raised.
- **Director of Strategy and Development:** Working with Chair and Head of Volunteer Support, agrees agenda.
- **Volunteer Executive:** Records decisions, prepares and shares minutes, prepares and shares agenda and any other papers, and schedules meetings.

#### 5. Review

Guidelines will be reviewed annually to keep them relevant.

Date: 28/11/2025