



Development of an Implementation Process (Model) **Reference Group Terms of Reference**

Introduction

Volunteering Victoria has engaged the [LDC Group](#) to support Volunteering Victoria with its redesign of the federally funded [Volunteer Management Activity](#) by developing a framework and implementation process by mid-October 2021.

The new federal model designates volunteering peak bodies to develop and implement strategies to build the capacity of Volunteer Involving Organisations, through online volunteer management services, and by breaking down barriers to volunteering for identified priority groups.

The project reference group is an important component of developing the framework and implementation process as it will provide information and guidance to the consultants, test ideas, findings and workshop recommendations, and provide open and honest feedback to the consultants.

The project

The [revised Volunteer Management Activity](#) (VMA5) replaced the Department of Social Services (DSS) Volunteer Management Activity (VMA) program on 1 July 2021. VMA5 requires Volunteering Victoria and its partners to focus on two primary areas:

1. Building the capacity of Volunteer Involving Organisations (VIOs) through online volunteer management services.
2. Breaking down barriers to volunteering for three identified priority groups:
 - a. First Nations.
 - b. New Migrants.
 - c. People living with a disability.

Refer here for further information: [VMA Frequently Asked Questions](#)

Purpose

The purpose of this project is for Volunteering Victoria to establish a process and model that can meet the aims of the Federal Government and Volunteering Victoria by engaging with a wide range of stakeholders across Victoria to ensure the success of the program.

Recruitment and composition of the reference group

A reference group comprising no less than 5 and no more than 9 people will be selected from the State Volunteer Strategy taskforce in the first instance. Preference will be given for one representative per 'sector' as outlined on the DFFH website.

A representative from the Taskforce Secretariat (i.e. DFFH) and two/three Volunteering Victoria representatives join in addition to the 5-9. Reference group membership will be determined by an EOI process managed by Volunteering Victoria (refer p3 below).

Responsibilities

Members of the reference group will be required to attend four meetings—see meetings schedule below. At these meetings the consultants will provide information and discussion points generated from consultations and other research. The project reference group will:

1. Positively promote the project to build engagement and participation in the project
2. Provide broad oversight and advice in the implementation of the project
3. Provide feedback and guidance on issues emerging from the project activities
4. Facilitate communication with key stakeholders

Conflicts of interest

It is expected that if in the course of discussions of the reference group, individual members identify any actual or potential conflicts of interest, that they will declare these for the reference group to address as appropriate.

Processes

The Reference Group shall be chaired by the Volunteering Victoria Manager: State Programs, with minutes to be taken and by Volunteering Victoria staff.

The proposed meetings are as follows:

1. Week beginning August 30th: Establishment meeting, 1.0 hours.
2. Week beginning September 13th: Progress meeting, 1.5 hours.
3. Week beginning September 27th: Overview of key findings and recommendations, 2.0
4. Week beginning October 11th: Consideraton of Final draft report, 2.0 hours.

Expression of Interest

To submit your interest in joining this Reference Group, please email Sara Sterling <sara@volunteeringvictoria.org.au> by **5pm Tuesday 24 August** confirming:

- your identified sector (as listed on [the DFFH website](#))
- your best intentions to attend all four meetings
- any potential conflicts of interest

Questions?

Please contact Sara on 0450 134 550