



### **Purpose**

The purpose of each special interest group (SIG) is to promote improved standards of knowledge and services within national organisations in the voluntary, charitable and NFP sector. We will provide regular meetings and networking opportunities that enables members to increase their own knowledge and aid their own development whilst sharing information with other members.

### **Membership:**

Participation in SIGs is free to relevant representatives from CHRN member charities. We will aim to be inclusive of all those wishing to participate and ensure that we have capacity for all charities to be represented.

For contacts in non-member organisations interested in participating in a SIG or broader network activities, details on CHRN membership can be found at: <https://www.chrn.org.uk/>

### **How we will work together:**

3-4 meetings will be held annually, including one face-to-face meeting when possible. In line with support for wider CHRN events, administration and communication of meetings will be carried out by the co-ordinator, in collaboration with each SIG to confirm dates, agenda details and meeting requirements.

The agenda will be determined by the members of the group and key interests identified by the CHRN Board of Trustees. We will invite speakers and run workshops led by members to facilitate the exchange of ideas and information: encouraging members to have active and responsible participation. To support this, a commitment to attend at least 2 meetings each year is anticipated and participation in meetings will be limited to one person per member organisation. We will have a closed group on MS Teams and/or the CHRN website, to support communication outside of these meetings.

The face-to-face meetings will be held in London and we would look for members of the groups to rotate hosting the event the meetings in their respective locations.

### **Accountability**

We will report back to CHRN Board of Trustees, via a standing agenda point to enable verbal/written updates and a 2-way communication process on discussion topics and recommendations or key challenges identified for wider consideration.

These Terms of Reference will be reviewed annually.

CHRN is currently run by a Board of Trustees and interim CEO, both supported by the Co-ordinator. The Board of Trustees (including 2 formal officers, Chair and Treasurer) are voluntary roles occupied by members of the Network. The group is responsible for;

- Planning activities, meetings and organising speakers
- Representing the Network externally

- Co-ordinating external partnerships

The CEO shares the responsibilities of the Board of Trustees and is additionally responsible for proactively engaging with new and prospective members and developing activities, groups and partnerships for the benefit of members.

**Principles:**

This is a safe, friendly place to learn and share new ideas and opportunities, run by 'Chatham House Rules'. In addition, we aim to gain insight into and play an influencing role on the charity sector practice.

SIGs may wish to include relevant commercial partner organisations/a headline partner to support the purpose of the group. Partner organisations should be included with CHRN Board of Trustees approval and in accordance with any current CHRN partnership agreement/pricing structure.

[Revised June 2022]