

**Bournemouth Voluntary Sector Forum**

**Request for representatives from the Voluntary and Community Sector  
(VCS) in Bournemouth**

**Please complete template and return to:**

Ruth Donaldson  
Communications Officer  
Bournemouth Council for Voluntary Service  
Boscombe Link  
3-5 Palmerston Road  
Boscombe  
Bournemouth BH1 3HN

**Name of Group/Meeting:**

**Number of places for VCS representation:** .....

**Aims and Purpose of group/meeting** (please attach terms of reference if available):

**Current Members** (roles and organisations):

Organisation	Role

**Average time commitment per month** (to include estimated time for reading, attending regular and occasional meetings e.g. away days/sub committees etc?)

.....

.....

.....

**A job description for the VCS representative is attached. Please list any additional criteria: experience, skills and knowledge required of VCS representative.**

**What expenses will be reimbursed by the group to the VCS representative? E.g. travel expenses/reimbursement of earnings/backfill, respite care, childcare etc.**

.....  
.....  
.....

**Person to contact for further information:**

Name:.....

Role/Organisation:.....

.....

Address:.....

.....

Tel/email:.....

.....