

London Borough of Barnet

Barnet Domestic Violence and Violence against Women and Girl's Forum (DV & VAWG)

Role of the Chairperson and Vice Chairperson

Skills and Responsibilities

Remit of the Barnet DV & VAWG Forum (BDV&VAWGF)

The Barnet Domestic Violence and Violence against Women and Girl's Forum is a forum that will work to support victims of domestic violence and VAWG issues, including; Trafficking, Rape and Sexual Violence, Honour Based Violence, Forced Marriage, Prostitution and Sexual Exploitation and aims to eradicate and reduce domestic violence and VAWG issues in the borough.

The BDV&VAWGF are looking for two individuals to stand in the role of a Chair person and Vice Chairperson from 1st April 2015 to 31st March 2017. This is a voluntary (unpaid) role and you would be required to either live, work or study in Barnet. An understanding of domestic violence and VAWG issues is essential and knowledge can have been gained through experience, voluntary or paid work or study.

Skills

1. To have a good knowledge of domestic violence and VAWG issues.
2. A strong understanding of equality and diversity issues is essential
3. Good facilitation skills are required, including being able to facilitate discussion at a senior level with professionals.
4. To ensure there is a space for open, positive dialogue with members.
5. To support the members to reach a consensus on issues, so they are in line with the aims of the forum.
6. To be diplomatic and have excellent interpersonal skills.
7. To have excellent written and verbal communication skills
8. To be able to give adequate time commitment to the role
9. To have good chairing skills and being assertive where appropriate.

Role

1. To chair the BDV&VAWGF meetings, that are held quarterly
2. To represent the BDV&VAWGF at the senior Domestic Violence and VAWG Delivery Board meetings, that are held quarterly
3. The meetings are held during the week, in the daytime for 2 hours each.
4. The Vice Chairperson can deputise for the Chairperson in their absence at the meetings.
5. The minutes and relevant paperwork will be agreed alongside the Domestic Violence Coordinator in advance of meetings

6. The Elections for the Chairperson and Vice Chairperson are held every two years.
7. All resignations will need to be in writing and preferably three months notice is requested.
8. If the Chairperson resigns, the Vice Chair will automatically be appointed to the position of the Chairperson, until the next due elections
9. Full support will be provided by the Domestic Violence Coordinator to the Chairperson and Vice Chair person in their role.
10. To understand and maintain confidentiality where appropriate at all times.

Process

1. All Expressions of Interest for the Chair and Vice Chair roles must be put in writing to the DV Co-ordinator before the said closing date, outlining skills and reasons why you would like to be appointed.
2. These will be circulated to the Barnet Domestic Violence and VAWG Forum (BDV&VAWGF) members who have ultimate responsibility for the appointment to these two roles.
3. All applicants will automatically be invited to be part of the elections process.
4. The elections will take place on 10th March 2015 at 10am.
5. All applicants will be asked to present themselves, outlining a brief biography and the reasons why you are interested in the role, to the BDV&VAWGF members on this date.
6. All BDV&VAWGF teams will be entitled to one vote in a closed secret ballot.
7. Emails votes will be allowed.
8. All votes will be counted and verified by the Domestic Violence Coordinator and a member of the DV & VAWG Delivery Board
9. The person who receives the most votes will be appointed to the role of the Chairperson.
10. The person who comes 2nd will be appointed to the role of Vice Chairperson.

Closing Date for all written expressions is 20 February 2015

Contact

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