



# CRAWLEY COMMUNITY & VOLUNTARY SERVICE

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## CRAWLEY COMMUNITY RELATIONS FORUM

### TERMS OF REFERENCE

#### **AIM:**

To bring together service providers and consumers from minority communities, so that providers can be informed of the needs and interests of consumers of those communities, and advise and report on how those needs might be met.

#### **MEMBERSHIP:**

Any person, group or agency wishing to act positively in pursuit of this purpose. Commonly, but not exclusively representatives from statutory and voluntary agencies will be seen to be in the category of provider. Consumers shall be interpreted usually as persons from minority communities in Crawley.

**The Forum will elect a Chair and a Vice Chair every year in the month of April.**

#### **Election Procedure**

- Only those who see themselves as 'Consumers' in accordance with the wording above, are to nominate or second an election form.
- As stated on the form, it is assumed that the person nominated will have been consulted; he/she is willing to stand for election and is prepared to carry out the duties of the post. The line, which provides for the signature of the person being nominated, is a means of confirming agreement.
- A person, whether participating in an individual capacity in the Forum or seen as a representative of a participating group or agency, cannot nominate and second for the same post. A group or individual seeking to make a nomination for a post will need to secure the support of another group or individual in seconding that nomination.
- In the event of there being more than one nomination for a post there will be a paper ballot. It will be simple and anonymous and will take place at the meeting of the Forum. Those entitled to vote will be those 'Consumers' present at the meeting and included on the Forum's mailing list for at least one year.



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