

Refugee & Migrant Forum Manchester
Terms of Reference
October 2007

- 1. Role and responsibilities of MRSN Management Committee**
 - 1.1 The MRSN Management Committee is legally responsible for the activities of the Refugee & Migrant Forum Manchester.
 - 1.2 The MRSN Management Committee may nominate a representative to either the Chair or the Vice-Chair position of the Forum Steering Group depending on the outcome of the Steering Group's annual election of their Chair.
 - 1.3 The MRSN Management Committee should have the Refugee & Migrant Forum Manchester as a standing agenda item for Management Committee meetings with feedback from either the Forum Chair or the Forum Vice-Chair.
 - 1.4 The Forum Development Worker submits a quarterly report to the MRSN Management Committee on Forum activities and progress.
 - 1.5 The MRSN Management Committee must notify the Forum Steering Group of any activities or decisions arising from feedback or quarterly reports that need to be authorised by them.

- 2. Role and responsibilities of Forum Advisory Group**
 - 2.1 The Chair and Vice Chair of the Refugee & Migrant Forum Manchester and the Manager of MRSN sit on the Forum Advisory Group which is facilitated by the Forum Development Worker.
 - 2.2 The Forum Advisory Group meets at Steering Group meetings and are in contact in between meetings where decisions need to be made on Forum activities before the next meeting.
 - 2.2 The Forum Development Worker is responsible for taking queries or decisions to the Advisory Group for authorisation in between Steering Group meetings where necessary.
 - 2.3 The Advisory Group make final decisions on the membership, structure and activities of the Forum where there is a dispute that cannot be resolved within the Steering Group.
 - 2.4 The Advisory Group can authorise the activities of working groups or individual representatives where a decision is needed between Steering Group meetings.
 - 2.5 The Advisory Group must keep the MRSN Management Committee informed of Forum activities.

- 2.6 The Chair and Vice Chair are signatories of letters for the Forum, spokespeople for the Forum and may have an advisory role in funding applications.

3. Role and responsibilities of Forum Steering Group

- 3.1 The Steering Group is responsible for agreeing the priorities and activities of the Forum and either the Chair or the Vice Chair, whoever is a Management Committee member, is responsible for reporting on these activities at Management Committee meetings.
- 3.2 The Forum Development Worker submits a quarterly report to the Steering Group on Forum activities and progress.
- 3.3 Steering Group members must be active members of the Forum, i.e. a member of a working group or a thematic representative, and attend Steering Group meetings regularly to remain within the Steering Group. If a member of the Steering Group is absent from Working Group and Steering Group meetings for more than 6 months without giving a valid reason they should be considered inactive. Every effort should be made to find out the reason by letter, email and phone. If they are unable to become active again they can remain a forum member still but must leave the Steering Group.
- 3.4 The Steering Group can nominate and vote in new members to the group and can vote to ask someone to leave the Steering Group if they are no longer actively working on Forum activities.
- 3.5 The Steering Group elects its Chair who sits on the Forum Advisory Group. If the elected Chair is a member of the MRSN Management Committee then the Steering Group also elects its Vice Chair who may not be on the MRSN Management Committee. If the elected Chair is not a member of the MRSN Management Committee then the Committee nominates one of its members from within the Steering Group to act as Vice Chair.
- 3.6 Elections for the positions of Chair and Vice Chair take place annually within two months of the MRSN Management Committee elections.

4. Steering Group Meetings

- 4.1 Steering Group meetings usually take place once every three months.
- 4.2 The purpose of Steering Group meetings is to review progress, discuss future development and priorities and for any necessary decision making by members of the Forum Steering Group.

5. Open Forum Meetings

- 5.1 Open Forum meetings take place once every eight weeks. These meetings are open to all interested parties.
- 5.2 The purpose of open Forum meetings is:
- for all members to update each other on any news or information they feel is relevant
 - for the Development Worker and Working Groups to feedback to the Forum on the work they have been doing and ask for input or assistance where necessary
 - for Forum members to benefit from relevant speakers and information provision
 - for occasional training or skills development

6. Working Groups

- 6.1 The Forum has two working groups which are linked to themes from the Refugee Charter for Manchester. Working groups meet at least once a month.
- 6.2 Any forum member can participate in a working group but must commit to regular meeting attendance.
- 6.3 The purpose of the working groups is to give refugees and asylum seekers a voice with service providers and decision makers by promoting the principles of the Refugee Charter for Manchester.

7. Charter Representatives

- 7.1 The Forum has Charter Representatives who represent the Forum on particular themes of the Refugee Charter for Manchester.
- 7.2 Forum members with experience or interest in a particular theme and where an opportunity has arisen for participation in an advisory or decision-making group or network can arrange to act as a Charter Representative. They must commit to regularly feeding back to forum members and listening to forum members concerns relating to that theme.

8. Membership

- 8.1 Full membership of the Forum is open to individual refugees and asylum seekers and representatives of refugee community organisations who are interested in attending meetings, participating in events or activities or receiving information and updates from the Forum about its work.
- 8.2 People who are not refugees or asylum seekers can join the Forum as associate members. An associate members is anyone who is not a refugee or asylum seeker but who is interested in the Forum's work

and would like to be kept informed or offer their expertise. Associates can attend Forum meetings and be members of working groups. Associates can also be co-opted as representatives of the Forum where appropriate.

7. Development of the Forum

- 7.1 Forum members should actively look for new individuals and representatives who could contribute to the work of the Forum or bring additional skills and expertise to the Forum within the themes of the Refugee Charter for Manchester.