

# **NORTH EAST PHYSICAL ACTIVITY FORUM**

## **TERMS OF REFERENCE**

### **1. AIMS AND OBJECTIVES**

The North East Physical Activity Forum has the following aim:

- To bring together those with an interest in physical activity and health in order to improve and co-ordinate service delivery and professional development

The objectives of the Forum are:

- To share good practice between physical activity and health professionals, both regionally and nationally
- To provide continuing professional development opportunities for physical activity and health professionals
- To develop a communication network enabling information exchange to take place on a formal and informal basis
- To provide a consultative forum to support physical activity and health strategic planning in the region
- To highlight funding and other resource opportunities for physical activity and health initiatives within the region
- To support the implementation of existing and new national, regional and local policy on physical activity and health
- To lobby local, regional and national organisations to raise the profile of the physical activity agenda and act as a voice for the north east region

### **2. GEOGRAPHIC BOUNDARIES**

The geographic boundary of the forum will be the north east region, coterminous with the boundaries of the regional development agency and Government Office for the North East.

### **3. MEMBERSHIP**

The Forum shall have an open membership, open to those with an interest in physical activity, active in the north east region.

#### **4. MEETINGS**

The Forum shall meet at least twice yearly via continuing professional development events

Notice of meetings/events shall be sent to members of the Forum at least one month prior to the date

All meetings and events shall be held within accessible venues, rotated throughout the north east region.

#### **5. STEERING GROUP**

A Steering Group, with regionally representative membership drawn from the main Forum membership, shall be formed to facilitate the smooth operation of the Forum. The role of the Steering Group shall be:

- To ensure all administration linked to the operation of the Forum is adequately carried out, including the production and circulation of a monthly e-bulletin to all members
- Organisation of the Forum events, including agenda setting in response to wider member requests/feedback
- Overseeing the development and monitoring of an Action Plan for the Forum, in line with agreed objectives
- Overseeing the operation of the Regional Physical Activity Database
- Securing and managing ongoing funds to support the operation of the Forum

The Steering Group shall meet as necessary

Membership of the Steering Group shall be reviewed annually at the start of the financial year.

The Steering Group shall nominate the following officers to assist with the running of the Forum and Steering Group:

- Chair
- Vice Chair
- Treasurer (to be drawn from the financial host of the Forum)
- Secretary

Additional officers shall be nominated on an ad-hoc basis in response to specific work demands

#### **6. ROLES AND RESPONSIBILITIES**

All members of the Forum shall agree to the following:

- Members shall provide up to date contact details to the lead team on joining the Forum and shall inform the lead team of new contact details should these change
- Members shall enter the Forum in the spirit of partnership, and shall agree to share information openly at meetings and via e-bulletins, and disseminate information within networks outside the Forum as appropriate
- Members shall attend meetings regularly and, if unable to attend, send a deputy and/or their apologies
- Members shall be aware of and promote equal opportunities
- Members shall act as advocates for the Forum

## **7. ROLE OF LEAD TEAM**

For the purposes of this document, the Lead Team is the group or organisation that 'hosts' the Forum.

The Lead team will:

- Maintain a register of members of the Forum
- Convene and facilitate Steering Group meetings as necessary
- Provide administrative support to the Forum

Date:

Signed: (all members)