

OUR FRINGE FAMILY ADVISORY GROUP POLICIES & GUIDELINES

OVERVIEW

Hello and thank you for joining our Fringe Family and volunteering on our Advisory Group. The advisory group will be non constituted and set up as a voluntary working group to assist and support the festival's design, development and delivery. Total group recruitment and attendance to be approximately 6-10 volunteers each year. Recruitment will be undertaken following the review of each year's festival with a new session of volunteer advisors beginning each September. We would encourage continuity but also hope to expand and welcome new skills and networks each year. The advisory group is our community arm of the festival, widening our networks and attracting creativity, innovation and diversity to our festival programme. We would also hope to attract individuals with sound business backgrounds who can advise, signpost and support the directors on compliance, legal and financial aspects.

This guide sets out our policies on the following:

- Recruitment
- Your role within the festival
- Structure of the Advisory Group
- Decision Making
- Representing the Festival
- Meetings Guidelines and Practise
- Recording & Reporting
- GDPR & Use of Personal Information
- Annual Review and Evaluation

MEMBERSHIP RECRUITMENT

- Annual summer recruitment to enable engagement covering the South of Glasgow
- Directors set annual operational and geographical priorities
- Applications will be open to the public living or working in the priority geographical areas
- Applications will also be open to organisations

PRIORITY SKILLS FOR 2020/21 ARE: *Work in the creative industries. Good Southside knowledge and networks. Be representative of: schools, community councils, local venues, community orgs, work in the press, media or design. Be representative of programme genres; art, music, comedy, cabaret, literature, drama, spoken word, food & drink, health & lifestyle. Enthusiasm*

We are also looking for volunteers who have working knowledge of : Legal, Financial, Funding & Business Legislation.

PRIORITY GEOGRAPHICAL AREAS FOR 2020/21 ARE: *Govan, Gorbals, Shawlands, Strathbungo, Castlemilk and Govanhill.*

GENERAL OVERVIEW OF ROLE ROLES AND RESPONSIBILITIES

Your role as a volunteer advisor is very much to bring a community voice to the festival. Your input can be as little as attending the meetings and contributing your expertise or communities feedback or you may wish to be more hands on and undertake activities to forward the group and the festival aims. From all we expect a minimum of:

- A commitment from you to help provide the best service possible
- Positively promoting the festival in communities South of the Clyde

- Stimulating and encouraging new events, networks or collaboration South of the Clyde
- Encouraging engagement within your communities to the programme and launch
- Fact finding and sharing with the group
- Attract new events and initiatives to programme
- Attend a minimum of 75% of meetings

From volunteer advisors who have expressed interest in advising on our structural and business practices:

- Attendance and feed in to two annual meetings.
- Availability outwith meetings for specific advice -no more than 2 hours out of each month
(You can let us know your availability in the application process)

For all volunteer advisors we believe in individuals, we believe in initiative, we believe in action. If a particular activity captures your imagination or you'd like to explore a new opportunity further, our core team is limited in time and number and we embrace and encourage our volunteers who are willing to undertake activities in addition to attending meetings. As examples; supporting an event producer or community organisation in your network to participate in the programme or launch, feeding in to a local consultation, co-ordinating Festival working groups or helping us out at engagement events or at our annual launch. If undertaking additional activities please be mindful of our decision making policy as set out in this doc and discuss activities with a core team member. You can let us know in the application process how little or how much time you'd like to give us each month.

WHAT YOU CAN EXPECT FROM US

- Fair, considerate treatment and recognition of the value of your volunteering
- Fair information, guidance and assistance for your role, the expectations and responsibilities.
- Clear indication and notice of meetings and adequate warning of changes to meeting dates.
- Out of pocket expenses if you are required to travel as part of your volunteer role.
- Involvement in decision making which affects your volunteering and notification of developments which might affect you.
- Appropriate and relevant information to assist you in giving advice and any tasks you may undertake and consideration for your health, safety and welfare.
- Information on the organisation's policies, guidance and procedures and fair access to a problem solving procedure if the need arises.
- Confidentiality.
- Appropriate insurance cover.

STRUCTURE OF THE GROUP

Initially we foresee meeting as a group as a whole for input and advice and to help all volunteers familiarise themselves with our organisation, our practises and our mutual expectations. As delivery is underway it may only be necessary to call a few individuals to the 6 weekly meets dependent on delivery priorities. It may be a need of the group to develop smaller working groups according to delivery needs and that the responsibility for co-ordinating and maximising these groups will fall to individuals within the advisory group. This could for example involve one of the advisory group recruiting and co-ordinating further individuals to enable the forwarding of ratified actions or collaborations

DECISION MAKING POLICY

It is the role of the board of directors to make decisions on the development and delivery of the festival. It is the vital role of the advisory group to support the board and signpost or recommend the relevant information or routes needed by the directors to make effective, compliant and sound informed decisions. In instances where an advisory recommendation or decision is required, collaborative and consensus seeking, problem-solving and decision-making methods will be used. Consensus will be gained at each meeting on the information to be relayed to the board for decision making purposes. Your role as an advisor is to advise or fact find and bring information to the meetings.

REPRESENTING THE FESTIVAL

- Please represent the Festival positively and fairly at all times. Please discuss in advance with a festival director if speaking on our behalf in a public context
- When representing the Festival externally at meetings or events please bear in mind your role is to fact find and bring the opportunity to the attention of the board for further decisions to be taken.
- Please do not commit the festival to anything without prior approval of the board.

MEETING PRACTICES AND GUIDELINES

NOTIFICATION & FREQUENCY OF MEETINGS

Draft dates will be posted annually on our [website](#), this allows for rough planning. However please note these dates are draft to allow for flexibility and will only be confirmed by availability. It is our aim to give all volunteer advisors a minimum of 7 days notice should a date change. In light of Covid 19, until safe to gather in numbers, the option of having meetings online via Zoom or a similar platform will take priority. We are developing Covid compliant practises and equipment for HQ according to our budget, however we foresee our HQ being closed for some time.

- Festival & Programming advisory group meets every 6 weeks beginning in September
- Structural support - two meetings annually in September and February
- 1 Annual Review meeting to be attended by both groups
- Meetings will be approximately 2 hours and prep time 1 hour.

BEFORE A MEETING

- 7 days prior all members of the advisory group will receive a short ops report
- Areas and issues for feedback and discussion will be highlighted
- Your input will be encouraged at meetings
- Items you would like included on the agenda, please let us know at least 5 in advance

If you can't attend but would like to feed in to any items raised in the report, this can also be done by email, no later than 1 day in advance of the meeting, raising your apologies and clearly outlining the item and your recommendations or feed in.

CONFLICT OF INTEREST

If you feel there is an item on the agenda which may cause you a conflict of interest, please notify the Fringe team either prior to the meeting or at the beginning of the relevant meeting so we are aware you will not be contributing to a scheduled item.

ROLE & CONDUCT OF THE VOLUNTEER ADVISOR AT MEETINGS

- Read over the ops report prior to each meeting
- Identify where you can feed in help or advise within the agenda
- All voices are important, conduct ourselves in a respectful and polite manner at meetings

FORMAT OF MEETINGS

- Meetings will last approximately 2 hours
- Please prepare in advance and keep input relevant and succinct.
- Brief discussion on each item in the ops report
- Opportunities will be given for group discussions and idea sharing
- Action points or agreed advisory notes will be recorded and used for monitoring progress
- An example agenda can be viewed [here](#)

MEETING FACILITATION & LOCATION

- Initially the meetings will be chaired and directed by festival directors & hosted in Fringe HQ
- We encourage 'guest' meeting facilitation elsewhere within the group, when safe to do so.
- We hope to establish a rotation of chairs to ensure fair voices and input
- All responsible for recording and meeting any personal action points
- Fringe core team will facilitate minutes

RECORDING & REPORTING

- The festival core team will facilitate the reports to director's from advisory group meeting
- The minute taker will identify themselves at the start of each meeting
- Meetings will be *recorded by dictaphone to support accurate note taking.
- Recordings will be kept on file for no longer than one year in keeping with GDPR.
- Action points & recommendations will be sent out within 7 days of each meeting.
- Opportunities will be given at start of each meet to flag up any erroneous minutes
- If wrongly recorded info is time sensitive or pivotal to decisions by the board, please flag this up at your earliest convenience.

**If you would prefer not to be recorded please notify the minute taker at the start of each meeting or if you would prefer an item not to go on tape, please notify the minute taker at the beginning of the meeting.*

GDPR & USE OF PERSONAL INFORMATION

As an organisation we store your name, address and contact information for the use of one to one contact with the festival team. No details are passed on to a third party without your specific consent.

All personal information held by us will only be used for communication relating to the advisory group. All personal information is held in password protected files on GDrive. Upon leaving the group your personal details will be removed from our systems unless you have given express permission to retain your details. No contact details will be shared with the group unless consensus has been gained and there is a purpose fit for doing so. All meeting notes will be kept on file on the GDrive for a period not exceeding 10 years. If you would like to know more about how we use your personal information or you would like to contact us, please refer to our Data Protection Policy or contact meg@southsidefringe.org.uk

ANNUAL REVIEW AND EVALUATION

We undertake an annual review of each festival and develop revisions and recommendations which are then used to base the following year's development on. Copies of this review and subsequent directors input will form the basis of the first advisory group's meeting. At each year end review an evaluation form will be given to volunteer advisors and there will be the opportunity to give feedback and any recommendations for improving the group. There will be an annual review of this group and this policy, to which feedback will be encouraged.

PERSON RESPONSIBLE FOR GROUP & POLICY

Meg Curran, Ops Director will be responsible for the notifications, co-ordination and development of this advisory group. Corinna Martin is responsible for ensuring this policy gets reviewed and updated annually, no later than the 1 August each year. Policy created 1 August 2020.