

**TERMS OF REFERENCE: MELBOURN PARISH COUNCIL TIMEBANK  
STEERING GROUP**

**Role**

- Support the Parish Clerk with the oversight of the MTB. Help formulate the strategy and targets for the MTB.
- Support the MTB coordinator to be appointed by MPC in the New Year so that he/she is ready to co-ordinate and lead the delivery of the project once it is funded by MPC;
- Support for the MTB coordinator to deliver the plans for MTB endorsed by the Parish Council. To include help with communications plans, events, computer systems, social media and web support as needed.
- Help the MTB coordinator to understand the needs of the community and helps to promote and celebrate existing volunteering as well as identifying and fulfilling new needs;
- Assist the MTB coordinator to identify volunteers and skills for a database that benefits of the village
- The Steering Group should become redundant after 12 months once the MTB is fully operational
- Develop strategies to measure the success of the project
- Attend MPC meetings in the absence of the MTB coordinator

**Objectives**

- To work with the MTB Coordinator to ensure that MTB is developed successfully as:
- a resource for the Parish and a way of bringing all residents of Melbourn to share their time with each other
- a central point for identifying volunteers for the other Melbourn events, etc
- a way of integrating the new residents from the 199 homes into the community.
- target of minimum xxx signed up members by \*when\*

**Steering Team Membership**

- 12-month appointment for start-up phase

- No more than 5 members (odd number preferred)
- Appointment of members to be agreed by the MPC Parish Clerk and MTB coordinator

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 24 June 2019**

*Review Policy: Every 12 months*