

# **National Young People's Substance Misuse Treatment Forum Terms of Reference**

## **The role of the National Young People's Substance Misuse Treatment Forum is:**

To actively promote and support the provision of high quality, dedicated, comprehensive specialist treatment services to young people as a key part of the United Kingdom drugs strategy.

## **The aims of the Forum are:**

- To identify, disseminate and promote good practice in the development and delivery of substance misuse treatment services for young people.
- To influence policy-makers and partner agencies, in order to ensure that the philosophy of treatment remains central to public health policy in the United Kingdom.
- To provide a voice for young peoples treatment service providers and those that use their services
- To raise awareness and promote understanding of the role and purpose of substance misuse treatment for young people.
- To establish and maintain a communication network for members of the Forum.
- To initiate and facilitate open, informed discussion and debate.
- To provide expert advice on issues related to treatment, good practice and guidance related to substance misuse issues and young people.
- To promote and support links with relevant national and international organisations.

## **Membership**

The annual cost for membership is £10 per individual or £50 per organisation. Full membership is open to:

- a) Any individual whose work involves the provision or development of substance misuse treatment services for young people;
- b) Representatives of young people's treatment services user groups;
- c) Non-commercial organisations which have a professional interest in substance misuse treatment services for young people, and which support the role and purpose of the Forum.

In addition, commercial organisations may apply for associate membership, which will be subject to the agreement of the Executive Committee. Associate members will be entitled to attend meetings of the Forum. They will not have the right to vote, and their representatives may not hold office in the Forum.

Members who neither attend, nor send apologies to, three consecutive meetings of the Forum will be assumed to have resigned, and will be removed from the mailing list.

## **Constitution**

The Forum will meet at least twice a year. It is desirable that at least one of these meetings should be held outside of London. An Annual General Meeting will be held once every

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calendar year. This may be held as part of one of the regular meetings. Members will be given at least one calendar month's notice of the Annual General Meeting.

These Terms of Reference shall be subject to a formal annual review by the Executive Committee. Any amendments to the Terms of Reference must be approved by an Annual General Meeting.

## **Decision making**

Whenever possible, decisions of the Forum will be made by consensus. Where opinion is divided a vote may be taken, and a motion will normally be carried by a simple majority of those attending and voting. Where there is no clear majority and votes are tied the Chair will hold a second 'casting', vote. At the discretion of the Chair, a vote by post or e-mail may be called of the full current membership.

Decision making meetings of the Executive Committee must comprise at least 5 members including at least the Chair or one Vice-chair

## **The Executive Committee**

The Forum Executive Committee will consist of the six elected officers, together with a further six executive members. As far as possible, these additional members should represent different geographical areas (see below). There will not be a formal election for these positions, but all members of the Executive Committee must be approved by a meeting of the Forum, and their names recorded in the minutes.

The role and purpose of the Executive Committee will be to carry forward the aims of the Forum between meetings, set the agenda and table items for discussion at Forum meetings and raise issues with relevant national and regional bodies on behalf of the membership where appropriate. It will seek to represent the views and interests of the membership as a whole. Decisions taken by the Executive Committee will be reported to the membership via email or at the next full meeting of the Forum.

Other members of the Forum may volunteer, or be invited by the Executive Committee, to contribute to the work of the Forum on specific issues.

The Executive Committee shall comprise the following elected officers:

Chair  
Vice Chair x 2  
Treasurer  
Secretary  
Membership Secretary

Executive Committee members x 6 (representing the following regions)

- London and the South East
- South West

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- North East
- North West
- East Midlands
- West Midlands

Officers will be elected for a term of one year from the time of the Annual General Meeting. Elected officers may not hold more than two executive committee positions during any single election period.

## **Election of Forum Officers**

All Executive Committee positions will be elected by Forum members.

An election of these Officers will be held annually or sooner if required by resignation or other exceptional circumstances, and will take place at the Annual General Meeting. Each individual and organisational member (excluding associate members) will be entitled to one vote. An extra ordinary meeting will be held in the event that the Chair, Treasurer or Secretary post becomes vacant.

Nominations for election will be invited from the Forum membership, not less than two weeks prior to the AGM. In the event of a contest for any post, voting will be by show of hands among those members attending the AGM.

During their term of office, the Officers will be expected to report to the membership as a whole on any activities they carry out on behalf of the Forum. Any Officer may be removed by a vote of no confidence, a written resolution for which, signed by not less than ten full members, must be deposited with the Secretariat not less than four weeks before the next scheduled meeting of the Forum. Any full member may instigate a vote of no confidence.

## **Secretariat**

Elected members of the Executive Committee will undertake Forum Secretariat. This will include taking and distribution of meeting minutes, preparation and dissemination of agendas, items for discussion, debate or consideration and any other papers relevant to forum members. The Forum membership list will remain the property of the NYPSMTF.

## **Membership Fees and other income**

Membership fees and any other income generated or granted to the forum will be used solely for the purposes of promoting the forum's aims and objectives and for meeting the costs associated with forum operations and activities.

All forum officers and Executive Committee positions are unremunerated positions and purely voluntary.

## **Commercial Organisations**

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The Forum welcomes the involvement of any individual or organisation that upholds the Forums aims and objectives and welcomes sponsorship of its activities by appropriate commercial organisations.

As described above, commercial organisations may apply for associate membership of the Forum.