

[Greater Shepparton LGBTI+ Community Alliance](https://www.facebook.com/GreaterSheppartonLGBTICommunityAlliance/) Committee: Terms of Reference

Version: 2.0 - 05/09/2018

# Background/Context

A Regional Equality Roadshow was held in Shepparton on the 9th of June 2017, where the Victorian Commissioner for Gender and Sexuality facilitated a Community Workshop.

Various people from the Shepparton community participated and a range of issues were discussed. These included:

* Identification of what was working in the community to support LGBTI+ individuals and groups;
* Identification and discussion of the barriers to these supports; and
* Discussion about actions that could be implemented by the community be inclusive.

From this discussion a few people volunteered to create a working group and provide a voice for the LGBTI+ community.

The initial focus of the working group was to determine the scope of the working group, name, items of priority and what to address, how and when. The focus of the group was to be a safe environment and space to support the LGBTI+ community and provide for more inclusion in our region.

Feedback and actions that had been captured on the 9th of June 2017 was the first point of reference for the group, in the initial stages, to form the scope, focus and direction of the group, discussions and actions.

#  Roles and functions of the [Greater Shepparton LGBTI+ Community Alliance](https://www.facebook.com/GreaterSheppartonLGBTICommunityAlliance/) Committee

The Greater Shepparton LGBTI+ Community Alliance Committee will act in the best interests of the LGBTI+ community of the Greater Shepparton region and will:

* Provide a safe space for discussions of issues surrounding the LGBTI+ community in a non-judgemental, supportive and constructive environment;
* Act as a Support group for all LGBTI+ issues, projects & initiatives of the region and/or provide referral services where appropriate;
* Advocate on the behalf of LGBTI+ groups and individuals within the region;
* Offer promotional advice and support to the items committed to as part of the action plan;
* Highlight issues affecting LGBTI+ groups and individuals;
* Ensure actions and outcomes for the community are committed to, prioritised and measured in a timely manner and may ;
* Build upon current opportunities;
* Provide a communication plan for the community; and
* Periodically carry out surveys and information gathering workshops to determine best practise for the Committee.

The Committee is also committed to:

* Providing a focus for the community alliance based on discussions and the action plan in order become more inclusive in the broader community;
* Providing a meeting schedule in order to discuss progress against the action plan;
* Inviting participation from the LGBTI+ community and broader community to build effective relationships and provide further opportunities and actions for the community to promote itself;
* Developing links with people of influence within community and business within the region;
* Being inclusive and open to new approaches;
* Identifying key people to advocate or influence on behalf of the group;
* Work together and with broader stakeholders to provide good outcomes for the community;
* Review the terms of reference, communication plan and action plan periodically;
* Determine skills and interests of those in the committee that can be utilised for key actions and events for the community;
* providing strategic leadership in the development, implementation and sustainability of targeted projects, programs and strategies
* providing advice, support and assistance in the implementation of programs
* assisting in the promotion of a culture of inclusion, health, safety and wellbeing
* monitoring identified and emerging risks and advising on their prevention, mitigation and management
* recognising barriers and enablers to those coming out to the community, and assisting in developing initiatives to support them
* identifying health and wellbeing needs
* monitoring trends and emerging issues in the community
* monitoring the budgets and expenditure (if required)

# Role of individual group members

The role of the individual members of the Greater Shepparton LGBTI+ Community Alliance Committee includes:

* attending regular meetings as required and actively participating in the committees work
* representing the interests of our LGBTI+ community, as appropriate
* a genuine interest in the initiatives and the outcomes being pursued by the committee and community groups
* being an advocate for, and actively involved in, pursuing the committees outcomes and interests

# General

## Membership

The Greater Shepparton LGBTI+ Community Alliance Committee shall be comprised of:

* Representatives of Local, State and Federal Government as volunteered
* Health Service Providers
* Education Organisations
* Community Service Groups
* Business and Services Industry
* Religious Organisations
* Sporting Associations
* Other interested Community Members
* Anyone who is part of the LGBTI+ community or allies who wants to contribute and make a difference.

Other members may be included in the group as required.

## Chair/Convenor

The group will be chaired by an elected member. Meetings will be convened by the Chair and supported by the Secretary/Coordinator/s.

## Agenda items

All agenda items will be forwarded to the Secretary by close of business at least [X] working days prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least [X] working days prior to the next scheduled meeting.

## Minutes and meeting papers

The minutes of each Greater Shepparton LGBTI+ Community Alliance Committee meeting will be prepared by the Secretary.

Full copies of the minutes, including attachments, will be provided to all Greater Shepparton LGBTI+ Community Alliance Committee members no later than 7 working days following each meeting.

By agreement of the group, out-of-session decisions will be deemed acceptable.

Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

## Frequency of meetings

Initial discussions indicated that the group meet every 5-6 weeks as monthly was too frequent.

However; it was agreed to gauge feedback from all the participants and subsequently adjust the meeting frequency if required.

## Proxies to meetings

Proxies to meetings are not required for this Committee

## Quorum requirements

A quorum will require a minimum of four Alliance Members.

## Review

Following each meeting, the last five minutes of the each meeting, a meeting reflection will take place to determine the effectiveness of the meeting. What worked and what can be improved.

The effectiveness and membership of the Greater Shepparton LGBTI+ Community Alliance Committee will be reviewed after 12 months.