

## TERMS OF REFERENCE

<b>NAME OF COMMITTEE</b>	LGBTIQA+ Community Reference Group
<b>TYPE OF COMMITTEE</b>	Purpose-Specific Group
<b>DATE OF PUBLICATION</b>	May 2021
<b>REVIEW DATE</b>	End of December 2021
<b>RELATED DOCUMENTS</b>	Diversity and Inclusion Framework
<b>CHAIR</b>	BCHS LGBTIQA+ Working Group Representative
<b>SECRETARIAT</b>	BCHS LGBTIQA+ Working Group Representative

## PURPOSE

The purpose of LGBTIQA+ Community Reference Group is to:

- Build Bendigo Community Health Services organisational competence in working with LGBTIQA+ communities through a better understanding of issues and facts.
- Build Bendigo Community Health Services staff confidence in designing accessible and equitable services and programs that engage LGBTIQA+ communities.
- Provide advice and assist in the development and implementation of strategies to enhance LGBTIQA+ consumer and community participation guided by the Rainbow Tick standards

## MEMBERSHIP

Membership of the Group shall consist of:

- Up to 10 community members and a minimum of 2 BCHS representatives.
- BCHS appoints 1 staff member as chairperson of the committee and at least 1 additional member as substitute chairperson. Support and assistance provided to the committee by a BCHS staff member as the secretariat.
- Additional attendees may be co-opted to the group when and as required.

**Selection criteria:** Reference group members will be able to demonstrate:

### Essential Criteria

- Knowledge and understanding of the needs and issues affecting LGBTIQA+ communities
- An interest and involvement in local and/or broader LGBTIQA+ community projects, advocacy and networks

**Terms of recruitment:** Community members will be recruited via an expression of interest process. There will be a mix of consumers/carers and community members representing each of the specific community groups. The membership will endeavour to represent the following:

- Lesbian
- Gay
- Bisexual
- Transgender
- Intersex
- Queer
- Asexual
- Other gender identities and sexual orientations that are not specifically covered by the other five initials

Members will be appointed for a period of up to one year with an opportunity to apply for re-appointment based on key selection criteria. Appointments of community members is based on their capacity to represent a broad range of LGBTIQA+ community views and interests. Member selection will aim to achieve a mix of LGA, age, gender, ethnicity, people with a disability, Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse LGBTIQA+ consumer groupings. Members will be active community members with strong community interests relevant to the work and will have the capacity to reflect on and present community issues rather than personal or individual issues.

Members will treat other members courteously and be respectful of the opinions of others. Members should declare any conflict of interest that should arise and withdraw from the meeting/group as appropriate. Potential new members may be invited to attend a meeting as a guest invitee initially. In the case of extended absence or resignation the member should notify the Chair and the convenor.

## **ROLES**

**Chair** – The Chair is responsible for ensuring that the Coordination Group operates in an effective manner and within the responsibilities and purpose of the group as listed.

**Secretariat** – The Secretariat is responsible for maintaining appropriate documentation for the Coordination Group, including an action summary.

**Group members** – All Coordination Group members are responsible for actively contributing to and participating in, the responsibilities and purpose of the group as listed.

## **MEETINGS**

### **Frequency of Meetings**

There will be a minimum of four, 2hr meetings per year at a time and location to suit the membership. The group has the power to call additional meetings as it deems necessary. A quorum will consist of a minimum of five community /consumer representatives.

Agendas and other related documents/material will be distributed to members by the chair one week prior to the meeting. Minutes will be recorded by another BCHS staff representative and distributed to members and to the Chairperson within one week of the meeting and a report will be sent to the BCHS LGBTIQA+ Working Group & Diversity & Inclusion Working Governance Committee following each meeting.

Members have the right to make a complaint in relation to the activities and operation of the group. A complaint may be made in person or in writing. The first point of call should be the Chair of the group, then the BCHS representative.

### **Attendance**

Group members shall indicate their attendance to the Secretariat of the group through accepting or declining the Outlook/Teams invitation for each Coordination Group meeting.

### **Documentation**

All reference group meetings shall have appropriate documentation, including an action summary, and these are to be distributed as to all members of the group as soon as possible following the meeting.

The reference group will provide written recommendations to the relevant parties providing appropriate background information and detail to support decision making. Any issues, conflicts or concerns will be raised at Executive for discussion and decision.

## **REVIEW OF GROUP**

The Group shall undertake a review of the appropriateness of these TOR and its ongoing role by the end of December 2021.

### **Reimbursement**

Positions are unpaid, however, consumer members are eligible for reimbursement of any out-of-pocket expenses, such as travel and parking. Consumers are also supported to attend training/conferences.