

STEERING COMMITTEE TERMS OF REFERENCE (TOR)

PREAMBLE

At the first Colloquium¹ gathering held on 28th October 2022, there was a decision to establish a structure to strengthen and sustain the practice of Community Development.² There was also a decision taken to establish a Steering Committee³ to undertake the foundational work of establishing this structure, and to form a Task Group to draft Terms of Reference. It was resolved that these Terms of Reference would be presented to a second meeting of the for consideration and adoption.

The members of the Task Group included, Susan Allan, Maggie Shambrook, Dr Narayan Gopalkrishnan and two members of the small group who convened the first meeting of the Colloquium, Maria Tennant and Carmel Daveson (Convenor).

1. PURPOSE

The purpose of the Terms of Reference⁴ is to outline the responsibilities of the Steering Committee for the foundational work of establishing a structure⁵ to strength and sustain the practice of Community Development.

2. RESPONSIBILITIES⁶

The Steering Committee will design a structure that honours the histories, relationships and traditions of Community Development practices, and ensures the continuation and development of Community Development.

In carrying out the primary purpose to establish a structure, the first Colloquium group charged the committee to facilitate a developmental journey that holds core participatory principles, integrated analysis, agreements and action.

In enacting this core responsibility:

2. A The Steering Committee will investigate and propose the following:

- How Community Development will be understood and portrayed for the purposes of delivering on the Terms of Reference and associated proposals.
- A core purpose for a Community Development structure and the principles that underpin it.
- A vision and mission statement for the structure.

¹ Colloquium is a small gathering of people wishing to explore a theme by way of dialogue. (Kelly & Westoby 2018:136)

² Refer to Colloquium gathering 28/10/2022

³ Steering Committee was the name given at Colloquium 1. Other names could be used in the future but still relate to the ToR.

⁴ A Terms of Reference is a document that establishes a committee and details the specific authority that a committee has to oversee a delegated area of responsibility. See Glossary page 4.

⁵ Structure refers to a legal entity.

⁶ Responsibilities specify how the purpose of the committee is to be met. (See Glossary)

Steering Committee Terms of Reference

- The functions of the structure, and those that it's not designed nor intended to undertake.
- Structural options, including legal status and governance models.⁷
- The nature and processes of membership.
- Options for the structure's name.
- The geographical scope of the structure and whether the structure's home base is Queensland or otherwise.
- Governance systems and processes are intentionally designed to be inclusive and collaborative from the inception.
- How this structure relates to its context aligned with its agreed functions
- Potential resourcing models.

2. B The Steering Committee may establish inclusive and participatory structures, some of which may include, but not be restricted to, the:

- Formation of small subgroups (or task groups) with the power to co-opt outside of the Steering Committee. These sub-groups should have specific terms of reference with a convenor/s responsible for ensuring a two-way flow of views and recommendations.
- Creation of a Circle of Friends to keep people informed and engaged in the Steering Committee's work.
- Gathering people together to discuss and give feedback on the work of the Steering Committee.

2.C The Steering Committee will undertake the following activities or the like to enable the delivery of its responsibilities outlined in this section:

- Establish a workshop, a collective analysis of the community development operating environment, including policy and funding context, conflicts of interest matters, multi-sector interest and investment, and Community Development sector relationships and influence.
- Deliver a participatory and communication strategy inclusive of the opportunity to confer at the International Community Development and Community Development Queensland Conferences within the first three months.
- Procure resources for the Steering Committee.
- Develop a risk matrix for the work of the Steering Committee.

2.D The Steering Committee will design and deliver a decision-making Forum/s to receive proposals and/or recommendations from these Terms of Reference.

⁷ This refers to the form of the proposed new structure.

3. POWERS⁸

To deliver the purpose and responsibilities as per sections 1 and 2, the Steering Committee has the power to do all things ethically⁹ to fulfil its responsibilities. Including but not limited to:

- Making decisions within the remit of these Terms of Reference.

4. MEMBERSHIP

In addition to the endorsed members, the Steering Committee may co-opt and make decisions about ex-officio members and sub-group convenors. The minimum number may be 5 and a maximum 9 members.

The membership of the Steering Committee should be reviewed within 18 months of establishment.

5. OPERATIONS¹⁰

The Steering Committee will determine how it will operate concerning meeting procedures, the position of chair¹¹ and whether the chair will rotate or otherwise, secretariat support, how often it will meet, the process for calling meetings, who can attend meetings as observers or provide input, and how the committee will capture and document their decisions, advice or recommendations.

6. CO-CONVENORS¹²

The Steering Committee may have two convenors who work collaboratively to initiate and support leadership processes.

Any sub-group will have a convenor responsible for bringing the group together and ensuring that reporting to the Steering Committee occurs.

7. TIME PERIOD

The Steering Committee's progress on its work will be reviewed in 12 months or earlier if required.

The work of these terms of reference will be undertaken within 18 months of establishment.

⁸Powers or Authority is the area of responsibility for which the committee can make recommendations. The areas in which it has the right to decision-making or can authorise actions.

⁹ In a way that relates to moral principles. In a way that avoids activities or organizations that do harm to people or the environment.

¹⁰ Operations detail the procedures the committee must use to exercise its functions. <https://www.google.com/search?>

¹¹ Role of the Chair is to run meetings in a way that encourages decisions. The chairperson should allow fair and open discussion of matters and stick to the agenda, so that decisions can be made. The chairperson is endorsed or elected as is a member of the group or committee.

¹² The role of convenors is to bring people together to address an issue, problem or opportunity.

8. GLOSSARY

The purpose of this glossary is to describe some of the words used in this Terms of Reference.

8.A HEADINGS USED IN THE TERMS OF REFERENCE.

https://www.cmtedd.act.gov.au/data/assets/pdf_file/0009/1045989/Better-Practice-Toolkit-Terms-of-Reference.pdf

Terms of Reference A Terms of Reference is a document that establishes a committee and details the specific authority that a committee has to oversee a delegated area of responsibility. It should clearly set out the roles, responsibilities, operations, tenure and obligations in accordance with any specific legislative requirements. In addition, it provides the committee members and interested persons with a common understanding of the committee's scope, objectives and operational processes.

Purpose is to identify why the particular board or committee has been established.

Responsibilities indicate how the purpose of the committee is to be met.

Powers reference the authority of the committee, i.e., the areas of responsibility for which the committee can make recommendations, has rights to decision-making or can authorise particular action.

Membership specifies the committee's composition and can detail specific requirements, i.e., the minimum or the maximum number of members, the number of executives or non-executive positions or ex-officio positions and term limits.

Operations of the Committee detail the procedures the committee must use to exercise its functions.

Co-convenors are individuals responsible for bringing people together to address an issue, problem, or opportunity. The roles of the convenors and the chair are distinct and different.

8.B ADDITIONAL WORDS USED.

Chair is a person responsible for facilitating discussion around agenda items and ensuring that they are dealt with in sufficient details and that decision are made appropriately.

Circle of Friends is used to refer to individuals or representatives of organisations who wish to be kept informed of the progress of the Steering Committee. Some of these people do not wish to be on the Steering Committee; they may wish to be involved in sub-committees or task groups.

Colloquium is a small gathering of people wishing to explore a theme by way of dialogue. (Kelly & Westoby 2018:136)

Ethically: 'In a way that relates to moral principles.' 'In a way that avoids activities or organizations that do harm to people or the environment.' <https://www.google.com/search?>

Forums are a gathering of people with the authority to vote and determine policy. (Kelly & Westoby 2018:136)

Remit means the task or area of activity officially assigned.

<https://www.google.com/search?q=remit+definition>

Structure is a legal entity.

Task groups or Sub-Groups are groups of individuals brought together to accomplish a specific action or produce a product.

The verbs will, shall or should are used in a range of different ways. In the context of this document, it is used to indicate that action usually happens in the particular way mentioned.

The verbs may or can are used in a range of different ways. In the context of this document, it is used to indicate that the steering committee has permission to do something but does not have to do it.