

## Eastern Disability Services Network (EDSN)

# *Terms of Reference*

### Eastern Disability Services Network - Committee

#### **Aim:**

To act as the lead network for **disability service providers** in the Eastern Metropolitan Region of Melbourne. The Network will provide leadership and the opportunity to discuss, influence and address sector issues.

#### **Purpose:**

- Facilitate, organise and chair network meetings, regional reference groups and round table forums (as required)
- Ensure the network and regional workings groups have the opportunity to share and communicate key issues to the region.
- Ensure the objectives of the network are achieved and reviewed on an annual basis
- Coordinate administrative support to the network
- Organise forum agendas, record of forum meetings and their dissemination

#### **Membership**

- Open to all disability providers and direct partners within eastern metropolitan region. Members will be nominated and elected to the committee for a minimum of a 2 year term .
- After a 2 year term, positions will be declared vacant and there will be a call for nominations (including sitting members who are eligible to be re-elected). Elections will be held at the first Forum/ Network meeting of each calendar year
- Membership is only open to Community Service Organisation representatives.
- There will be membership of 8.
- Election of Steering Committee members
  - When a vacancy arises an election will be held at the next available network forum meeting.
  - Expression of Interests (EOI) for election to the Steering Committee will be sought from the network members
  - A ballot will be conducted based on the EOI received
  - Only members at the network forum will be eligible to vote
- Other stakeholders can be invited to attend and participate in regional forums and activities

#### **Reporting:**

Forum agendas will be circulated to the members prior to the next meeting.

A record, summarising the meeting will be taken and circulated to all members after the meeting.

The record of the meeting will be taken by administrative support to the network.

**Roles of Committee:**

- The roles of office including but not limited to chair, deputy chair and treasurer will be elected annually, following the first Forum/ Network meeting of each calendar year, from within the committee members and reported back to the network.
- Committee members will be assigned roles annually based on the Networks working groups.
- Each regional forum will be chaired by and coordinated by at least one committee member.

**Meetings:**

The committee will meet a minimum of 6 times per year. Additional meetings will be scheduled as required.

A quorum of 4+1 Steering Committee members is required.

**Reporting:**

Agendas will be circulated one week prior to the next meeting.

Minutes will be taken at each meeting and circulated to all steering committee members one week following the meeting.

**Finance:**

In consultation with the treasurer the EDSN budget will be prepared based on the annual work plan.

The Budget will be approved by the Steering Committee and made available to member organisations.

EDSN funds will be held by the Onemda Association.

The treasurer will monitor the income and expenditure of the network. All expenses will require two signatories and all figures will be subjected to financial auditing at Onemda.

A financial statement will be presented at each Committee meeting.