

Example Terms of Reference

TITLE: Terms of Reference for a DHB Family Violence Intervention Project (FVIP) Steering Committee.

1 Purpose

To advise and support the project's working group in progressing and achieving project developments and outcomes and to champion the project within the respective communities, services and organisations which are represented.

2 Scope

The scope is defined as any issue relating to the progression and achievement of project deliverables for the duration of the project.

3 Principles

Commitment to the _____ community and in improved health status for all. _____ District Health Board's Vision for the health and independence of its community is:

Healthy Communities – Mauriora!

In this vision, Mauriora refers to the Mauri - being the life essence and the source of well being, and ora - describing the state of wellness.

4 Values

In pursuit of this mission the FVIP Steering Committee will strive to uphold and respect the values of:

Mana Tangata ¹	Choice
Participation	Collaboration
Wellbeing	Transparency
Knowledge/Learning	Service
Accountability	Nga Tikanga Wairua ²
Equitable Access	Quality
Trust	Partnership

5 Objectives

5.1 To provide constructive advice to the project's working group, the training team and the _____ District Health Board on the effectiveness of project developments for DHB staff, for community based family violence organisations and for people experiencing family violence.

5.2 To provide support for the project's working group which will ensure that the specified project deliverables are met. This will include the commitment of appropriate resources and the actioning of developments in a timely manner so that the working group can progress.

5.3 To monitor the development of the project to ensure that the specified deliverables are met.

¹ An individual's integrity, honour, rights, and power to make a decision

² Nga Tikanga Wairua – spiritual components

- 5.5 To develop a family violence action plan for _____ DHB
The plan will:
- identify the issues and opportunities for improving the response to family violence by _____ District Health Board and community based family violence organisations.
 - Outline actions and ways of working, that are appropriate for the _____ District Health Board communities.
 - Identify ways to work towards reducing the health impacts of violence on families and therefore communities.

6 Membership

- 6.1 The membership of the FVIP steering committee includes, but need not be limited to;
- Each designated service within _____ District Health Board
 - Maori community
 - Pacific Island community
 - Child Youth and Family
 - The medical profession
 - The nursing profession
 - Social Services
 - The DHB FV Project Coordinator
 - The Project Co-Sponsors

It is recognised that representation from community family violence provider organisations is essential for the effectiveness and sustainability of this project. The way by which community representation on the steering committee is incorporated will be decided by the community and the core steering committee in partnership.

6.2 Membership Process

- Membership shall be reviewed at the end of each phase of the project (i.e. at the end of the developmental phase and the implementation phase).
- Members have full privileges of membership and shall be entitled to vote.
- The FVIP steering committee has the right to invite advisory persons (specialists or community groups who could add value to the project) to attend a meeting/s for specific consultation or advice purposes. The steering committee is able to reimburse invited participants if required, on receipt of an invoice
- Non-members attending do not have voting rights.
- Members shall inform the committee of any changes in contact details.
- Members are to inform the Chairperson by apology if not attending a meeting.
- Where members are unable to attend a meeting, an alternate representative can be nominated to attend on their behalf.

6.3 Cessation of membership shall take place

- By written resignation addressed to the Chairperson.
- Should a member not attend three meetings in succession without apology

- By member not being re-appointed at the scheduled review of membership.
- By cessation of the DHB Family Violence project.

6.4 Change of Membership

Should a member write to the Chairperson and request to resign, consultation shall occur within the FVIP steering committee prior to the election of another member from that organisation.

7 Chairperson

The FVIP steering committee chair will be appointed by consensus.

8 Meetings

- All members are expected to contribute positively to the functions of the FVIP steering committee and should have the ability and sanction to negotiate on behalf of their groups. This involves:
 - active participation in the meetings,
 - drawing on own knowledge/experience(s) where relevant,
 - putting forward the views of the group(s) that the member represents and
 - communicating and disseminating relevant information back to their group(s).
- The FVIP steering committee will meet monthly on the last Friday of the month. Additional meetings may be called as required and determined by the Chair. Meeting frequency will be reviewed at the end of each phase of the project.
- _____ District Health Board will be responsible for facilitating all meetings including undertaking all associated administrative support functions to ensure a coordinated and structured approach to meetings.
- Minutes of all meetings will be documented and distributed to members of the committee within one week of the meeting taking place.
- An agenda will be set for all meetings and distributed one week prior to the meeting taking place. Agenda items will be carried forward from meeting to meeting as appropriate with additional items sought one week prior to meetings.

9 Quorum

The quorum for any meeting will be the Chair, the Project Coordinator, at least one Project Sponsor and 3 other members. Should the quorum not represent an appropriate blend of DHB and community representation, items passed will be held for ratification until the next meeting.

Prepared by: Family Violence Intervention Project Working Group

Authorised by: _____