

PROJECT GOVERNANCE GROUP

Terms of Reference

Victoria ALIVE Project 2018-19 (Ability-Links-Inclusive-Volunteering-Everyday)

October 2018

Overview

Background

The Victoria ALIVE project aims to increase the involvement of people with a disability in the Victorian community sector through volunteering over the course of 2018 and 2019.

In partnership with Volunteering Victoria, Neighbourhood Houses Victoria and the Victorian Men's Sheds Association, and with the support of the Victorian Government, the project will develop materials and training to build the capacity of community sector and volunteering organisations to more actively involve and engage with people with disabilities.

The Victoria ALIVE project is an activity of the 2018-19 Information Linkages and Capacity Building (ILC) Transition Grant Stream, within the community awareness and capacity building activity area.

Project Activities

Through the Victoria ALIVE project we will:

- Undertake research to better understand barriers that can hold people with disability back from volunteering, and also to learn how organisations can be more inclusive and involving.
- Provide training opportunities for community sector organisations, particularly Neighbourhood Houses and Men's Sheds, so that volunteers and staff are empowered to be more inclusive.
- Work with community sector organisations to tailor resources that help involve volunteers and leaders with a disability.
- Promote the benefits of volunteering for people with disability by highlighting the best examples of inclusive volunteering.

Resources and materials for organisations will be developed in conjunction with the delivery partners of the project (Volunteering Victoria, Neighbourhood Houses and Men's Sheds) tailored to their specific issues and volunteer demographics. The resources may include tools such as accessibility checklists, 'how to' guides for active inclusion of people with disabilities. These resources and materials, including some generic materials will be 'launched' for use by volunteer-involving organisations.

As part of the development of tools and resources, the project will explore innovative initiatives (such as micro-credentials for staff and volunteers) based on research findings and a co-design process with the community sector.

A social media campaign, including a hashtag, key messaging, and stories of success, will be created by the project to promote the benefits of volunteering by highlighting the best examples of inclusive volunteering.

Purpose

The Project Governance Group will oversee the implementation of the Victoria ALIVE Project.

Objectives

The Project Governance Group will:

- make key strategic decisions
- oversee the successful delivery of the project
- assist in coordination and collaboration with other organisations and stakeholders
- contribute sector expertise into the development of the project
- provide advice based on lived experience with disability.

Membership

Project Governance Group Members

The Project Governance Group membership will consist of seven (7) members in total:

- the three (3) project partners (Volunteering Victoria, Neighborhood Houses Victoria and the Victorian Men's Shed Association);
- two (2) representatives from the Department of Health and Human Services; and
- two (2) members with a direct personal experience of disability. This may include a person with a disability, a carer or a family member of a person with a disability. In addition these members will have complementary experience in:
 - governance and disability advocacy
 - human rights, social inclusion and empowering people
 - volunteering or work experience with either:
 - Neighbourhood Houses,
 - Men's Sheds, or
 - Another volunteer-involving organisation.

Terms of Membership

Two (2) members with lived experience will be appointed following a formal Expression of Interest submission. Members will be appointed as individuals for the duration of the project – expected to take nine-twelve (9-12) months. Any member who fails to advise of an absence of two (2) meetings, will be deemed to have resigned.

Meetings of the Project Governance Group

The Project Governance Group will meet approximately every two – three (2-3) months.

Meetings will be held at an accessible location close to the Melbourne Central Business District. Teleconferencing options will be explored where members from rural and regional Victorian want to participate. Meetings will be held during business hours, unless by agreement of all Project Governance Group members, particularly to accommodate a member of the group with a disability. Light refreshments will be provided.

Support for Project Governance Group members

Secretariat Support will be provided by Volunteering Victoria. The Secretariat will provide interpreters, carers, cab vouchers, car parking vouchers and any other requirements (as advised) to support members to attend and participate in meetings. Resources, including printed materials will be provided (if required) by the Secretariat.

Protocols

Chairing the Project Governance Group

The Chair of the Project Governance Group, with the support of all members, will:

- encourage the active engagement of all members
- facilitate a collaborative meeting format
- support governance group members to fully engage in the issues on the table by providing information and research findings in a timely and accessible manner
- co-opt additional support and/or sub committees as required
- coordinate meetings, agenda and minutes.

Decision-making

By agreement the Project Governance Group may make decisions or provide feedback on project work out-of-session via email.

Where a Project Governance Group member is unable to attend a meeting they may nominate a person to attend the meeting and act as a proxy.

A majority of Project Governance Group members will constitute a quorum.

Project Governance Group Members

The roles and responsibilities of Project Governance Group members are:

- to be fully prepared for meetings
- to agree to participate in a collaborative meeting format
- to bring personal, professional knowledge and broad community experience to the table
- to consider and raise relevant issues, proposals and ideas
- to provide informed advice and guidance.

Conflict of interest

Where a member of the Project Governance Group has an interest or conflict of interest in relation to a matter in which the group is concerned, or is likely to be considered or discussed, the member must disclose the interest to the group before the matter is considered or discussed at the meeting.

Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

Confidential and sensitive information

Members must treat information they receive as confidential unless otherwise advised. The documents presented to the governance group will often be in draft format and not ready for wider community distribution.

Members must not use confidential information other than for the purpose of performing their function as a member of the Project Governance Group.

Draft documents cannot be referred to or used in any grant applications, presentations or in the private or working roles of members.

Volunteering Victoria

Secretariat support for the meeting will be provided by Volunteering Victoria.

Dominic Szeker
Senior Project Officer

(03) 8327 8501

alive@volunteeringvictoria.org.au

Level 2/491 King Street
West Melbourne VIC 3003

(03) 8327 8500

www.volunteeringvictoria.org.au