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**Our Healthy Clarence (OHC) Steering Committee**

**Terms of Reference**

**Vision**

The Clarence Valley is an inclusive, connected and resilient community.

**Purpose**

The Our Healthy Clarence Steering Committee plays a communication, coordination, advocacy and leadership role to continue to drive the implementation and evaluation of the Our Healthy Clarence Mental Health and Wellbeing Plan.

1. **Membership**

* The OHC Steering Committee includes community members and delegates from key stakeholder organisations engaged with our community. This includes representatives from commonwealth, state and local government agencies, non-government organisations, Aboriginal and Torres Strait Islander community organisations, community members with a lived experience with mental health issues and their carer’s and families, mental health services and schools.
* New members are to be determined by the OHC Steering Committee. Membership applications will be assessed according the applicants capacity to contribute to the objectives of the OHC Plan.

*1.1 Organisational representatives*

Members representing an organisation should hold appropriately senior positions so as to actively contribute to decisions made without needing to confer with other management or executive staff. Steering Committee members who are representing an organisation or service should remain as consistent as possible. In the event that the usual representative cannot attend a Steering Committee event or meeting, the organisation should send a suitable alternative representative identified on the nomination form.

*1.2 Roles and responsibilities of members*

By joining the Steering Committee, all members commit to:

* work collaboratively with other Steering Committee members, agencies and individuals towards the common purpose of the Steering Committee;
* participate in decision making;
* lead and participate in Implementation Teams;
* actively contribute their area of expertise to a range of evidence-informed suicide prevention activities;
* provide information (including data) to support and improve the development of services for the Clarence Valley; and
* act as advocates for the Steering Committee and its outcomes/programs.

*1.3 Decision Making*

All decision making will be made by consensus of the Committee members. If a member is unable to attend a Steering Committee meeting and an alternative representative is present, they can vote on behalf of their organisation. However, additional representatives do not necessarily have an additional vote. Only one vote per member organisation or community group will be counted.

1. **Principles of Participation**

The membership of the OHC Steering Committee will commit to acting ethically and professionally, specifically:

* Actively participating in OHC Steering Committee meetings every 6 weeks
* Allowing all members to present their views
* Identifying and resolving conflicts between members as they arise
* Considering and respecting other member’s opinions
* Respecting and preserving the privacy, confidentiality and intellectual property of all OHC meetings, decisions and members.
* Declaring and managing any conflicts of interest, or perceived conflicts of interest
* Establishing mechanisms that facilitate partnerships
* Sharing success stories and examples of best practice
* Embracing diversity amongst members of the OHC

**2.2 Conflict resolution and disputes**

* In the event of a dispute or perceived conflict, members should follow the process outlined below:

The conflict should try being resolved between involved members and if not resolved should be elevated to the Chair or Project Coordinator to be addressed by the Steering Committee. If the dispute cannot be resolved by the Steering Committee, mediation will be recommended.

* 1. **Declaration of Pecuniary interests, conflict of interest (actual, perceived or potential)**

Pecuniary interests, conflict of interest (actual, perceived or potential) must be declared as they arise during the meeting.

1. **Positions**

**Chairperson**

To be appointed by consensus by members in attendance at the first meeting of the year for a 12 month period. The appointment of the Chairperson should be based on their capacity to chair meetings and strategically negotiate and advocate to achieve the objectives of the OHC Steering Committee.

The Chairperson will:

* Facilitate meetings and keep meetings focussed on the meeting agenda and objectives of the OHC Steering Committee.
* Define actions from meeting discussion and monitor actions set from previous meetings.

**Assistant Chairperson**

To be appointed by consensus by members in attendance at the first meeting of the year for a 12 month period.

The Assistant Chairperson will:

* Undertake the duties of the Chairperson (as above) if the Chairperson is not available.

**Secretariat + Assistant Secretary**

* Both positions be appointed by consensus by members in attendance at the first meeting of the year for a 12 month period and elected in December.

The Secretary will:

* Take meeting minutes
* Compile meeting attendance lists

**OHC Co-ordinator**

The OHC Co-ordinator will:

* Maintain membership and email distribution lists
* Compile and send agenda for each meeting
* Arrange venue and catering
* Email minutes to members

1. **OHC Endorsement**

* The OHC Endorsement form to be completed and submitted to the Steering Committee for determination.

1. **Implementation Teams**

* Implementation Teams may be established by the OHC Steering Committee to undertake specific activities or achieve specific objectives.
* Implementation Teams will be led by up to two Team Leaders who are current members, appointed by the Steering Committee.
* Implementation Teams may include non-members
* Team Leaders are responsible for reporting the progress of the Implementation Teams to the Steering Committee**.**

1. **Media & Representation**

* All comments to the media made on behalf of the Steering Committee to be through a spokesperson, mutually agreed to by the members.
* No member is authorised to represent, or speak on behalf of the Steering Committee, without express permission of the membership.
* Any OHC Representation at Conferences is to be authorised by the Steering Committee

1. **Communication**

* All Steering Committee communication is to be directed to the OHC Co-ordinator and/or Chair.

1. **Quorum**

* A meeting quorum will consist of 50% of the membership plus 1

1. **Term**

* These Terms of Reference will be reviewed annually.

1. **Amendment, Modification or Variation**

* These Terms of Reference may be amended, varied or modified by agreement with OHC members.

1. **Evaluation**

* Annual evaluation of the performance of the OHC will occur by a process agreed to by the membership.

Version: OHC Terms of Reference Adopted 081118 - 201218