
Terms of Reference

1. Purpose

- 1.1. The Community Engagement Sub-Committee supports the Board by providing intelligence from the community and organisational information back to the community.

In particular, the Sub-Committee oversees the organisation processes to ensure that:

- Quality information is sourced from the community to inform strategic development;
- Community resources and communications are used in support of the achievement of Aspire's mission and Strategic plan by forming partnerships and networks with individuals and groups in the community;
- The Board recognises and understands areas of need of customers, carers and their families;
- The Board is able to undertake effective and efficient planning, monitoring and reporting frameworks for community-engagement strategies.
- The organisation engages with relevant local, regional and national stakeholders, leading and fostering a collaborative approach to developing the provision of services.

2. RESPONSIBILITIES

The Community Engagement Subcommittee will:

- Receive and consider information about Aspire's service provision in the community, and its potential for developing broader community involvement;
- Provide information and recommendations to the Board with regard to Aspire community engagement strategies and engagement;
- Provide advice and recommendations to the Board to support the Board's ability to consider the impacts of its decisions on key stakeholders, constituencies and the organisation.

Functions of the Sub-committee will include:

- Overseeing an annual Community Engagement Plan to ensure oversight and evaluation of community engagement;
- Support the Executive to identify resources, processes and supportive structures for establishing and sustaining strong community engagement;
- Embed Community Engagement as integral components Aspire strategic planning process;
- Review and Evaluate the feedback provided by the Aspire Executive to the Community Engagement Sub Committee and incorporate any recommendations into future planning.

3. MEMBERSHIP & ATTENDANCE

Sub-Committee members will be Aspire Board Directors, employees of Aspire, voluntary family and community members.

Membership of the Sub-Committee will comprise:

- At least two Board Directors, one of whom will be the Chair of the Sub-Committee;
- One external invited member (non-Board and non-staff);
- The Aspire Chief Executive Officer (or other senior manager);
- Up to one other Aspire staff;
- Up to three Volunteer representatives from various user groups (by expression of interest).

4. MEETING

The Community Engagement Sub Committee shall meet at least four (4) times per year.

5. REPORTING

- The Community Engagement Sub-Committee will report to the Board quarterly, including:
 - Updates and plans towards the development and implementation of further community, regional and stakeholder partnerships;
 - Significant issues to be considered by the Board as appropriate;
 - Minutes of the Subcommittee meetings will be circulated to Board Directors and included in the meeting papers of the Board for noting.

6. ASSESSMENT OF SUBCOMMITTEE PERFORMANCE

The Chair of the Community Engagement Sub-Committee, the Chair and Board of Directors will conduct an annual self assessment of the subcommittee's performance consistent with the desired outcomes specified in its terms of reference.

7. REVIEW OF TERMS OF REFERENCE

The terms of reference and membership of the Community Engagement Sub-Committee will be reviewed by the Board annually. The Board will periodically review the life of all Sub-Committees.