# **Lower North Shore Multicultural Network**

**TERMS OF REFERENCE**

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The Lower North Shore Multicultural Network is a voluntary network which identifies and addresses issues affecting people from culturally and linguistically diverse (CALD) backgrounds in the Lower North Shore of Sydney.

# **Aim**

The Network will promote and advocate for the principles of multiculturalism and social justice by enhancing the skills and abilities of the members and by sharing knowledge and expertise amongst its members in order to partner on projects to address and improve the health and wellbeing of the local CALD community to facilitate their full participation in community life.

# **Objectives**

The Objectives of the Lower North Shore Multicultural Network are:

* 1. To bring together service providers and community groups working with and for people from CALD backgrounds,
	2. To provide a forum to raise awareness about issues affecting people from CALD backgrounds and identify strategies to address those issues,
	3. To facilitate co-operative activity among Network members,
	4. To provide a forum to liaise with relevant Federal, State, and Local government agencies and build strategic partnerships between Government and not for profit organisations on multicultural issues,
	5. To exchange information and expertise to ensure effective and efficient service delivery,
	6. To advocate for resources and systemic improvements on issues relating to cultural and linguistic diversity, inclusion and appropriate services in a multicultural community,
	7. To apply for funding and to run projects relevant to the local multicultural community.

# **Legal Status**

The Network is a non-Incorporated entity that is dependent on the good will of member organisations and funding providers to meet on a regular basis and to undertake small scale projects in the Lower North Shore area. The Network links into similar networks and other bodies within the Multicultural and Community Services sector in order to enhance its objectives. As endorsed by the membership, this Terms of Reference provides a guide for the processes the Network is to uphold.

# **Membership**

Membership of the Network will be open to representatives of all tiers of governments, service providers and community groups working with and for people from CALD backgrounds in the Lower North Shore.

# **Meetings**

* 1. Meetings will be held on a quarterly basis (but can be called more frequently).
	2. The venue is to be agreed by members of the Network.
	3. Agendas and minutes will be prepared and distributed in advance. Members may contribute agenda items and be consulted over the content of the meetings.
	4. Meeting Minutes will be written up by a member of the Network and minute-taking duties will be rotated amongst members who are appointed with a back-up at the previous meeting. Minutes are to be typed up and sent to the Chair for approval and distribution to the Network members.
	5. A quorum shall consist of the Chair (or other Office holder in their absence) and at least four (4) members of the Network.
	6. Temporary working groups will be established to deliver Network projects or to examine particular issues. A representative or representatives from each group will report back at Network meetings. The lifespan of working groups will depend on the nature of the project or issue.
	7. At the last Meeting of the calendar year, the Network will elect officers for the following year and review the finances.

# **Officers**

* 1. There will be four (4) elected officers: the Chair, Vice Chair, Treasurer, and Secretary. Any member of the Network may be nominated or nominate themselves for any of the positions with the outcome determined by a simple majority vote of regular members present at a formally convened meeting of the Network.
	2. The Chair will be responsible for representing the Network, inviting guest speakers, preparing agendas, approving minutes, and conducting meetings and may delegate these functions when needed.
	3. The Vice Chair will carry out the Chair’s responsibilities when the Chair is not available. In the absence of both the Chair and Vice Chair from a meeting, the members present may nominate a temporary replacement for the duration of the meeting.
	4. The Treasurer will be responsible for managing the finances of the Network, including providing financial reports at Network meetings and liaising with funding bodies.
	5. In the event that an officer resigns, they may be replaced at the next available meeting.
	6. An individual cannot hold the same office for more than four consecutive years.

# **Decision Making**

* 1. The Network shall operate in a democratic manner keeping formalities and bureaucracy to a minimum. Decisions will be made by consensus. Where this is not achievable, decisions will be made by a simple majority vote of those members present at a properly convened meeting.
	2. Each service provider and community group will be entitled to one vote and only service providers and community groups who are present at the meeting will be entitled to vote.
	3. The voting may take the form of a secret ballot if the majority of members agree.

# **Code of conduct**

The individual members of the Network shall:

* 1. Undertake discussion and debate within the constraints of open and respectful communication between attendees. Attendees should demonstrate courteous and professional conduct towards one another and may be asked to leave a meeting if their conduct is inappropriate for a professional environment.
	2. Be genuinely interested in promoting the Aim and Objectives of the Network and be committed to, and actively involved in pursuing the Network’s outcomes;
	3. Be committed to inclusion, fairness and acting in good faith.
	4. Be respectful of the privacy and confidences of other members.
	5. Not practice, condone, facilitate or collaborate with any form of discrimination on the basis of race, colour, gender, sexual orientation, age, religion, national origin, marital status or other conditions or status.
	6. Disclose any personal or professional relationships that may present a conflict of interest to the Network.
	7. In the event of serious disagreements, a member can raise the issues with the Chair and other Office-bearers of the Network. If it cannot be resolved, the Chair and other Office-bearers will seek to resolve a conflict with access to an independent and appropriate relevant authority.

# **Funds, Grant Auspice and Applications**

* 1. Any projects undertaken by the Network which require an auspice will be determined by mutual agreement with the Network and the proposed auspice before any funding application is submitted. The auspice will act as the legal entity and will accept grant funding, administer funds and ensure any financial and auspice obligations as the receiving organisation are met.
	2. The preferred auspice for projects will be the organisation which has been funded to provide settlement services in the lower north shore, but is not restricted to this organisation alone.

# **Amendments of the Terms of Reference**

These Terms of Reference may be amended by resolution of the Network. Any amendments to the Terms of Reference will be agreed by Network members at an ordinary meeting where the discussion of changes has been flagged as an agenda item.

# **Dissolution**

The Network may be dissolved at any time by a simple majority decision of the current members. In the event that the Network dissolves, any remaining funds and assets (e.g. banners, equipment, etc.) are to pass to a local agency undertaking settlement of new arrivals or involved in multicultural affairs in the area which has been agreed to by the members.