

PALMERSTON KIDS NETWORK

2018/2019 TERMS OF REFERENCE

1. *Role/Purpose*

The Palmerston Kids Network herein after called the Network is a committed network of workers representing organisations who provide services and programs to children (0-12yrs) and their families, living in Palmerston.

The Network will commit to the following:

- Share information about programs and initiatives
- Share success stories and showcase best practice
- Meet regularly
- Discuss identified gaps & need
- Build relationships and make connections
- Participate in community engagement and capacity building opportunities
- Access sector/professional development (annual conference/training)
- Maintain awareness of funding opportunities
- Take opportunities to lobby, advocate & influence policy

2. *Term*

This Terms of Reference is effective from 3 December 2018 and will be ongoing until terminated by agreement between the parties.

3. *Membership*

Eligibility

- Member organisations that provide services and programs to children 0 – 12 years and their families, living in Palmerston
- Member organisations that provide a member organisation representatives to regularly attend the network meeting

Member Organisations and Member Organisation Representatives will cease to be a member if they:

- Resign from the network
- Fail to provide a Member Organisation Representative
- Fail to provide time for a Member Organisation Representative to attend the Network
- Fail to attend three (3) consecutive meetings without providing apologies to the chairperson
- Breach confidentiality

Member Code of Conduct

Member Organisations commit to:

- Representatives attending the Network
- Representatives attending working groups, as required
- Replacing a representative should they no-longer be available to attend the Network or inform the Chair that they no longer wish to be part of this Network.
- Communicating with the Secretariat regarding any changes that will affect the Network, in a prompt and timely manner

Member Organisation Representatives commit to:

- Attend meetings regularly; in the event of being unable to attend send a proxy or an apology
- Achieve the role of the network
- Review the agenda, prepare and actively contribute to meetings
- Maintain confidentiality (when need for confidentiality identified)
- Value the opportunity to participate in the Network
- Show consideration and respect for other opinions and contributions;

- Advise the secretariat of changes that will affect their ability to attend the Network i.e. if the representative is leaving their position and/or Organisation

4. Roles and Responsibilities

The network is accountable for:

- Fostering collaboration
- Removing obstacles to the Network's successful delivery, adoption and use
- Maintain at all times the focus of the Network on the agreed scope, outcomes and benefits
- Monitoring and managing the factors outside the Network's control that are critical to its success

Member Organisations Representatives of the Network will expect:

- That each representative will be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to make key decisions
- To be alerted to potential risks and issues that could impact the Network as they arise
- Open and honest discussions, without resorting to any misleading assertions
- Ongoing 'health checks' to verify the overall status and 'health' of the network

City of Palmerston will undertake the following:

- Chair & Secretariat functions
- Send regular updates to members
- Send calendar invitations re meeting schedule to members
- Facilitate an annual review of the meeting

5. Meetings

Meeting requirements are as follows:

- All meetings will be chaired by the City of Palmerston
- A meeting quorum will be 33% of the Member Organisations
- Decisions will be made by a majority vote
- Meetings will be held (bi-monthly) and will run between 60 to 90 minutes
- Working groups will be established as the need is identified by member
- Working group meetings will be arranged outside of network meeting times, at a time convenient to working group members

Meeting agendas minutes will be provided by the City of Palmerston, this includes:

- Preparing agendas and supporting papers
- Preparing meeting notes and information

The agenda will include but is not limited to the following standing items:

- Business from previous minutes
- Service & program updates
- Guest speaker - internal or external
- Networking – informal
- Identified gaps, needs, trends including: Safety, Health & Wellbeing, Education
- Funding opportunities
- Grow Well Live Well Project Update
- Sector development opportunities
- Next meeting date and time

6. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Network members.