

Role Description - Convenor, Darebin Women's Advisory Committee

Date: August 2009

1. Preamble

Council has made a commitment to the establishment of a Darebin Women's Advisory Committee to support our broader strategic commitment to 'work to support the right of women to fully and equally engage and participate in the life of the community' (Darebin Council Plan 2009-2013).

In July 2009 a Convenor of this newly proposed Committee, Rae Kingsbury, was appointed to take carriage of this work. This Role Description provides clarity around the roles, relationships and responsibilities of this new role, including the early development stages.

2. Role of the Convenor

Purpose

To provide leadership, expertise and strategic advice to Council regarding the development and establishment of a new Darebin Women's Advisory Committee.

To convene the interim working group to take carriage of this developmental work prior to a formal structure being implemented.

The Convenor will:

- Represent Council at meetings as host and facilitator of discussion
- Represent the views of Council as evidenced in policy at meetings and to the wider community.
- Actively work to build a network of women in the community to support Council's strategic objectives.
- Provide regular advice to Council, including formal reports to inform decision making around gender equity and women's issues in Darebin.

3. Key activities

Year One

In liaison with Council Officers, oversee the establishment of an interim 'working group' to take carriage of the development phase that includes:

Convene monthly meetings of working group members to:

- Consider and respond to feedback received from the Women's Forums in relation to priority issues to take back to Council.
- Consider and respond to feedback received from the Women's Forum's in relation to proposed Advisory Committee model.
- Explore other community engagement models and opportunities to engage with women in liaison with Social Inclusion and Diversity Branch as part of Council's strategic work through the Darebin Community Engagement Project.

- Draft a Terms of Reference for the Darebin Women's Advisory Committee that includes:
 1. Statement of Purpose
 2. Role and function – key priority areas
 3. Meeting frequency
 4. Strategic Relationships
 5. Membership
 6. Term and method of nomination (including Convenor)
 7. Decision making powers
 8. Pecuniary interests

- Through the working group, undertake modelling of proposed Committee in order to refine the final model.

- Liaise with Council Officers in coordination of the 2010 Darebin Women's Forum and related activities.

- Promote the Darebin Women's Advisory Committee mission to 'work to support the right of women to fully and equally engage and participate in the life of the community' (Council Plan 2009-2013).

- Represent the Committee at internal and external events, functions and other civic engagement engagements.

4. Term of appointment

Concurrent with Council term 2009-2013.

5. Appointment

Review at end of this first term. Appointment normally through recommendation to Council following on from nominations from the Darebin Women's Advisory Committee.

6. Accountability

Accountable to Councillors and community members.

7. Relationships

Internal:

Working Group members
 Gender Equity Working Group
 General Manager, Communities and Culture
 Councillors

External: Community, community organisations, residents, peak bodies.

8. Resources

Administrative support
 Business Card