

SHQ LGBTIQ+ Reference Group

Terms of Reference

The SHQ LGBTIQ+ Reference Group is to provide guidance and feedback on the continuous development of LGBTIQ+-inclusive practice at SHQ.

The responsibilities of the reference group include:

- Attending all scheduled meetings to the best of their ability
- Bringing current trends or issues that impact LGBTIQ+ people to the attention of SHQ
- Supporting SHQ's vision, values, priority groups and strategic directions (according to the strategic plan)
- Providing guidance and feedback on the LGBTIQ+-inclusivity of SHQ services, promotional activities, publications and other resources
- Providing guidance and feedback towards SHQ maintaining Rainbow Tick Accreditation
- Facilitating information sharing between organisations

SHQ will provide all administrative support for the group and convene meetings.

Membership:

The reference group is an independent advisory group, composed of people residing in Western Australia, open to anyone who is diverse in sex, gender, or sexual orientation. The reference group will consist of no more than 12 members. SHQ will endeavour to seek membership from different sectors of the community to better represent diverse views and experiences of LGBTIQ+ people in WA.

All reference group members are expected to sign a confidentiality agreement to ensure that sensitive information relating to SHQ and its operations, as well as information shared by other group members is not shared with other parties.

Group members may be asked to leave if they are unable to fulfil their responsibilities to the reference group and SHQ.

Meetings:

Reference group members are asked to attend regular meetings at SHQ. A schedule for all meetings set for the calendar year will be communicated to group members at the start of the year. Meetings can be attended in-person or via video/teleconference. The minimum number of attendees for a meeting to go ahead will be 50% of the total number of group members (excluding SHQ staff). Meeting attendees will receive a payment of \$50 per meeting, either in cash if attending in person or via EFT if attending via telephone/video conference. Travel assistance in the form of taxi vouchers to use on the homeward journey may also be available for people catching public transport to meetings.

A meeting agenda and any associated documents to read and/or review will be sent out by SHQ via email to all group members one week prior to the meeting. Meeting minutes will be sent out by SHQ via email to the group within one week of the meeting. Group members may also opt in to receive occasional requests for feedback between meetings for time-sensitive material.

**SHQ LGBTIQ+ Reference Group
Agreement**

I, _____, have read and agree to all of the Terms of Reference of the SHQ LGBTIQ+ Reference Group. I agree not disclose any confidential information I become aware of through my membership to the reference group.

Signed:.....

Date: