

## **Charter: Network Development & Member Support Standing Committee**

**Purpose:** To monitor, review and report upon Catholic Social Service Victoria's network development and member support initiatives and works

### **Terms of Reference:**

1. Provide direction and support to CSSV staff on strategies around Member Support by building effective and sustainable relationships with member organisations;
2. Provide support for the planning of functions and other activities;
3. Discuss and provide input to the CSSV strategic and operational plans in relation to network development and member services initiatives;
4. Raise, discuss and make recommendations to the CSSV Council on broad issues affecting CSSV member organisations;
5. Monitor the effectiveness of CSSV engagement with member agencies;
6. Develop, maintain and engage with different forms of CSSV membership;
7. Explore involvement with other Catholic groups beyond CSSV membership

### **Membership:**

- At least two CSSV Councillors
- At least two external appointments from member organisations
- CSSV staff with responsibilities relating to the Committee

**Chair:** As agreed by the CSSV Council

**Secretary:** Executive Director

### **Appointments:**

- Members are appointed by the Council
- CSSV Council members and invited Committee members are appointed for one-year periods with eligibility for reappointment.

**Reports to** CSSV Council

### **Charter Approval:**

- Charter is approved by CSSV Council.
- The Charter is to be reviewed by the Committee at the first meeting after the annual general meeting, for recommendations to Council.

**Quorum:** At least half the membership

**Meeting Frequency:** As agreed by the Committee but no less than four times per year

### **Documentation:**

- Agendas to be distributed at least three days prior to meetings
- Minutes and action sheets to be provided to the Chair of the Committee within 10 days of a meeting, and subsequently circulated to members of the Committee and members of the Council.