

Charter – Research Policy and Advocacy Standing Committee

Purpose To advise on and contribute to Catholic Social Service Victoria’s research, policy and advocacy activities

Terms of Reference

1. Review the CSSV policy and advocacy program
2. Advise of policy priorities, policy interventions, and on options for resourcing and collaboration
3. Advise on research priorities in CSSV’s areas of interest
4. Identify opportunities for development and collaboration of research activities
5. Advise and contribute to advocacy activity

Membership

- At least three CSSV Councillors
- CSSV Executive Director and relevant staff
- At least two CSSV member representatives with expertise in social welfare policy
- External appointment with recognised social policy research experience

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.