

The Volunteering Community Reference Group has been established under the direction of the Hon Minister for Volunteering.

Purpose

The purpose of the Community Reference Group is to provide a direct voice on volunteering issues from the community to government. The Community Reference Group will provide the Hon Minister with advice and information on trends and issues impacting the community and feedback and on the implementation of the State Volunteering Strategy.

Terms of Reference

The role of the Community Reference Group is to:

- Represent the interests of volunteers and the volunteering community to the Hon Minister for Volunteering.
- Present evidenced based research on current issues and trends in volunteering
- Assist in identifying gaps, barriers, strengths and opportunities to advance volunteering in Western Australia.
- Enable an exchange of information between the representative parties on issues and trends relating to volunteering generally.
- Provide strategic advice and feedback on the implementation of the Western Australian State Volunteering Strategy.

Membership

The composition of the Community Reference Group is intended to provide a range of knowledge and experience that represents the spectrum of volunteering in Western Australia and the interests of volunteers. This includes:

- Hon Minister for Volunteering, or representative
- Volunteering WA (2) (Alternative Chair)
- Not for profit / volunteering sector (2)
- Volunteer Resource Centre representation (2)
- Corporate sector (1)
- Researcher (1)
- Individual volunteer (consumer) representation (2)
- State Government - Department of Communities (1)
- Local Government (1)

Appointment to the Reference Group will be made at the Hon Minister's invitation following an Expression of Interest process facilitated by Volunteering WA.

Appointment will be for a period of two (2) years with the option of extension at the Hon Minister's discretion.

Guests may be asked to attend to discuss specific topics (police checks, regional, etc).

Support

Volunteering WA provides executive support to the Volunteering Community Reference Group, including:

- Executive support (meeting notification, minutes, circulation of reference material).
- A communique approved by the Minister to be released following each meeting via an agreed channel – media release/EDM/website.
- Chair meetings on behalf of the Hon Minister as required.
- Meetings to be held in the Minister's office.
- Out of pocket expenses for parking or metropolitan travel will be available to consumer representatives; no sitting fees apply.
- Departmental support

Meetings

- Quarterly as directed by the Hon Minister
- Meeting dates will be established in consultation with the Minister and scheduled 12 months in advance
- Meetings will be for a duration of 2 hours – with the Minister to join for the last hour
- Meeting notifications will be issued eight (8) weeks prior to the meeting, by Volunteering WA
- Meeting documentation will be distributed prior to the meetings.

References:

http://www.waterloo.ca/en/contentresources/resources/government/volunteer_services_terms_reference.pdf

<https://www.wentwest.com.au/content/documents/phn/consumer-advisory/WS-PHN-Consumer-Advisory-Council-ToR.pdf>

http://www.glenelg.vic.gov.au/files/PDFVolunteering_and_Wellbeing__Advisory_Committee_Ter.pdf