



A partnership between Homelessness NSW, Domestic Violence NSW and Yfoundations

LGBTQIA+ Community of Practice

Terms of Reference

Purpose

The purpose of the LGBTQIA+ Community of Practice is to promote best practice in the delivery of service by Specialist Homelessness Services (SHS) with respect to LGBTQIA+ clients and service, i.e.:

- problem solving
- knowledge creation
- sharing and implementing good practice
- innovation
- networking and collaborating.

Structure of the meetings

Number and location of meetings

The LGBTQIA+ Community of Practice will meet three times over the financial year. If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

The venue location for future meetings will be at the Teachers' Federation Building, 23-33 Mary Street, Surry Hills, NSW.

Membership

1. In the interest of building trust between members of the Community of Practice, and consistency in terms of discussion and conclusions, members are requested not to send a proxy in their place if they are unable to attend a meeting.
2. To establish the Community of Practice, membership will be by nomination and invitation, and be drawn from SHSs and other similar organisations in NSW. Thereafter, membership will be by an agreed nomination process developed by members themselves.

Community of Practice members commit to:

- Attending all scheduled LGBTQIA+ Community of Practice meetings
- Making timely decisions so as to not hold up the project
- Contributing to respectful, open, and honest discussions
- Taking a positive and constructive approach to 'working with difference'
- Discussions taking place under "Chatham House Rules" to ensure privacy and confidentiality
- Sharing general guidance and information with the wider sector.

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Operating principles for meetings

- The Community of Practice will elect a member as Chair for subsequent meetings.
- Representatives of the Industry Partnership will provide secretariat support to the Community of Practice, including taking notes, collation and sending out of agendas, arranging venues, catering, and guest speakers, if required.
- Any presentation slides or other information materials from meetings will be shared with members of the Community of Practice prior to the next meeting.
- Decisions made by consensus. If not possible, the Chair makes final decision.
- Members will receive a reminder about meeting dates in advance.
- The decision to cancel/ postpone a meeting will be made between the Chair and the Industry Partnership, and the latter will inform other members of the Community of Practice as soon as possible once the decision is made.

Amendment, modification or variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by LGBTIQ+ Community of Practice members.