



## Alkira Centre – Box Hill Inc.

### TERMS OF REFERENCE

#### **COMMUNITY SUPPORTS COMMITTEE**

The Community Supports Committee (CSC) is a Sub-Committee of the Alkira Board of Directors (Board).

#### **MEMBERSHIP**

The Committee shall consist of at least two (2) Board member representatives, the CEO and Manager Community Supports (ex officio) and ideally at least (1) one community representative with expertise in the disability sector.

#### **APPOINTMENT**

The Board shall, at their first meeting following the Annual General Meeting (AGM) each year, determine the members of the Committee.

#### **FREQUENCY OF MEETINGS**

The Committee shall meet bi-monthly, commencing in March each calendar year. A quorum for each meeting shall be 3 members, including at least 1 Board member.

Where possible meetings should be convened in all locations where Alkira has Community Support Services

#### **RECORD OF MEETINGS**

The Chair will determine the content of the agenda in consultation with the CEO. The CEO will circulate the agenda and papers to Committee members prior to each meeting.

The Committee shall ensure that a record of each of their meetings is made available to the Board in a format determined by the Board.

#### **FUNCTIONS OF THE COMMITTEE**

- Act as a link between the Board and the operation of Alkira's Community Support Services (CSC) Monitor, report and make recommendations to the Board on:
  - the strategic development and performance of all CSC delivered to clients

- progress towards meeting predetermined goals set for each service
- levels of outcomes achieved for clients in line with the NDIS
- complaints and Level 1 & 2 Incidents
- significant staff grievances and other workforce issues.
- To liaise with the Board Risk & Finance Committee on monitoring key risks associated with CSC
- Other tasks as requested by the Board

**Reviewed and approved by Alkira Board 19/09/2017**