



Alkira Centre – Box Hill Inc.

TERMS OF REFERENCE

FAMILY FORUM GROUP

The Family Forum Group is run by volunteers and supported by the Board (Board).

MEMBERSHIP

The team who co-ordinate the group consist of people connected to the Alkira Community who are interested in supporting opportunities for Alkira families and carers to meet and share information. The team work collaboratively together to achieve the same aims, in consultation with each other and the CEO. Each forum will have a lead person to co-ordinate the planning. The number of team members will be based on number of interested volunteers and the size of the forum participation.

Forums will be attended by The CEO or a representative of the senior management team along with a Board representative.

APPOINTMENT

Annually a Board member will be allocated responsibility to link with the Group and to report on activities.

FREQUENCY OF FORUM MEETINGS

Currently bi-monthly with six per year - four informal with one Alkira service focus and two social. Frequency may change from time to time based on the wishes of the people attending the forums and/or as determined by the Family Forum Co-ordinators. Team co-ordinators hold planning and review meetings monthly or as needed.

RECORD OF MEETINGS

Notes of the meeting of Family Forum including records of who attended are to be maintained.

FUNCTIONS OF THE GROUP

- Provide opportunity for Alkira families and carers to meet and share information in an informal, relaxed, supportive, informative environment, with the aim of:
 - Developing and maintaining an Alkira family/carer support network
 - Providing information of interest to the group participants
 - Encouraging participation from Alkira families and carers
 - Providing a safe environment for families and carers to share experiences, knowledge and ideas.
- Re-evaluate the focus and aims of the group annually by obtaining feedback and suggested direction from Alkira families and carers and by measuring the number of attendees over the year.
- Each member of the co-ordination team is responsible for ensuring any approved budget expenditure is documented.
- Maintaining any registrations required.

Reviewed and approved by Alkira Board 19/09/2017