



Alkira Centre – Box Hill Inc.

TERMS OF REFERENCE

HOME SUPPORTS COMMITTEE

The Home Supports Committee (HSC) 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 Home Supports (ex officio) and ideally one community representative with expertise in the disability accommodation 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 February each calendar year. A quorum for each meeting shall be 3 members, including at least 1 Board member.

Where possible meetings may be held at Alkira supported accommodation, at the invitation of residents of the relevant home.

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 Alkira's Home Support Services (HSC)

- Monitor, report and make recommendations to the Board on:
 - the strategic development and performance of Home Support Services delivered to clients
 - progress towards meeting predetermined goals set for HSC ,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 HSC
- Other tasks as requested by the Board.

Reviewed and approved by Alkira Board 19/09/2017