**Victorian Local Government Multicultural Issues Network**

**Terms of Reference**

**Vision**

The Victorian Local Government Multicultural Issues Network (VLGMIN) aims to improve the access of culturally and linguistically diverse Victorians to the social, economic and political life where they live, and to enhance the inclusiveness of local government services.

VLGMIN is a professional interest group of Victorian local government staff with responsibility for multicultural service provision and policy development.  It operates to share information between Victorian councils, and to promote best practice in the field of cultural diversity at a local level.

**Aims of the Network**

**Networking**

* Peer support
* Information sharing
* Professional advice and assistance
* Developing and maintain strategic relationships with relevant organisations including the Municipal Association of Victoria (MAV), Victorian Local Governance Association (VLGA), Victorian Multicultural Commission, and other state and Commonwealth government departments and agencies

**Membership**

Any person who works in a Victorian local government authority with responsibility or interest in multicultural service provision and policy development is eligible to become a member.

A person becomes a VLGMIN member by providing an email address to any organising committee member, who will correspond and provide relevant information.

**Meetings**

* Held every two months
* Apologies are not necessary
* Meeting dates will be agreed at the first organizing committee meeting of each year and communicated to members
* Guest speakers will be invited regularly and asked to provide information and/or materials;
* Ad hoc meetings will be held as required and determined by the VLGMIN organising committee
* Members are encouraged to recommend potential topics of interest for discussion at the meetings.

**Decision Making Process**

The VLGMIN as represented by the VLGMIN organising committee will make decisions regarding:

* forum locations, topics, programs and speakers;
* meeting location, time and dates;
* whom to invite to meetings;
* budget allocation and expenditure decision
* Review of the VLGMIN and TOR
* Decisions will be reached by consensus. Where this is not possible, differing opinions will be recorded in the meeting notes and a final decision made by the organising committee. Not all VLGMIN members will be able to attend all meetings, as such, if they would like any issue to be considered members are asked to contact the VLGMIN Chairperson to discuss having the issue added as a future agenda item.

**Working Groups**

Working groups, sub-committees and/or planning days will be established as required. They will be time-limited, action oriented, and have a convener responsible for reporting to the organising committee and VLGMIN meetings.

**Organising committee**

The role of the organising committee is to coordinate VLGMIN activities. Occasionally, it may be asked to represent the VLGMIN on working groups or networks or attend relevant forums.

The Organising committee will consist of between 4-7 members:

* Chairperson (to be rotated between members)
* Members (up to 6)
* have their contact details made available on VLGMIN meeting agendas and the MAV website
* make decisions on behalf of the VLGMIN
* share any relevant correspondence, feedback, requests or suggested agenda items with the VLGMIN membership
* set meeting agendas considering member requests
* respond to correspondence and draft replies

**Organising Committee Term and Membership Determination**

The VLGMIN organizing committee members will serve for two years, after which time a new organising committee will be determined through an expression of interest (EOI) process open to all VLGMIN members (including existing organising committee members).

Interested members must submit a brief (maximum one-page) EOI outlining

* how they can contribute to the organising committee
* confirming their commitment to the VLGMIN and understanding of the VLGMIN Terms of Reference
* confirmation that their manager has given approval for them to devote sufficient time to attend VLGMIN organising committee and general meetings.

EOIs will be submitted to the current chairperson, reviewed by the organising committee, and the new organising committee announced to the VLGMIN members at the subsequent meeting. Should more EOIs be received than are required, a confidential vote will be taken by members at the next VLGMIN meeting.

**VLGMIN Organising Committee Members**

Organising Committee Members will:

* provide support to other organizing committee members as required;
* alternate the writing of meeting notes for VLMGIN meetings; and
* actively contribute to and support the planning and implementation of the VLGMIN annual forum; and
* attend to any other organizing committee delegated tasks.

**Administrative support from auspice organisation**

The auspice organisation support person will;

* arrange room bookings and IT requirements for general VLGMIN and organizing committee meetings;
* allow for members to dial-in to meetings, and investigate options for more people to attend via phone or online;
* arrange and pay for catering for general VLGMIN meetings from the VLGMIN budget;
* where delegated, distribute agendas to all VLGMIN members by the Friday before the meeting;
* where delegated, distribute VLGMIN meeting notes to all VLGMIN members as soon possible after they are received from the Chairperson;
* update the VLGMIN website page on the VLGMIN website on instruction from the VLGMIN Chairperson;
* coordinate the registration and payments system for use for the VLGMIN forum

**Review of Terms of Reference**

The Terms of Reference will undergo a biannual review, in time for that year’s first VLGMIN meeting or at other times as required.