



## **EMHSCA Steering group**

### **Terms of Reference**

**Date: August 2019**

#### **1. Role**

The role of the EMHSCA Steering group is to guide the direction of EMHSCA by making decisions regarding the scope and priority areas of the work of the Alliance.

#### **2. Reporting**

- The EMHSCA Steering group is sponsored by the Eastern Melbourne PHN.
- An annual report on the progress of EMHSCA against the action plan, is provided to the EMHSCA Steering group by the EMHSCA project officer and is endorsed and provided to the EMHSCA Committee.
- Minutes are distributed to members of the EMHSCA Steering group no later than one week from the date of the most recent meeting.
- Members report to the EMHSCA committee in relation to matters that have been ratified via the EMHSCA Steering group.

#### **3. Function / Objectives**

The EMHSCA Steering group will set and oversee the EMHSCA Strategic direction and associated work plan.

This group will ensure appropriate representation for the Alliance membership and consider new applications. They will facilitate the revision and re-signing of the EMHSCA Memorandum of Understanding as required.

The Steering group is responsible to take account of the issues raised by the broader membership in the setting of the direction for EMHSCA.

Scope of the work of the EMHSCA Steering group includes but is not limited to:

- Broad cross-sectoral communication regarding the EMHSCA Steering group, its progress and outcomes
- Consultation with EMHSCA partners not represented in the Steering group.
- Convening the required working groups, outlining their work plans and acting as the first stage approval group for the program of work.

#### **4. Membership**

The composition of the Steering group by position is as follows:

Eastern Melbourne PHN Manager System Redesign & Service Transition (Mental Health/AOD)

Eastern Health Mental Health Associate Program Director for Adult Community

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Department of Health and Human Services Mental Health and AOD leadership

EMHSCA committee co-chairs

EMHSCA project officer

Substitutes, deputies and others may attend as agreed by the Chair

- By invitation of the Chair, others may attend for all or part of one or more meetings of the Steering group as a resource or in an advisory capacity. Any member of the group may seek the Chair's permission for a non-member to attend part of all of the meeting for the development or information sharing
- Members are deemed to have resigned from the Steering group on their resignation from the position on which their membership is based.

#### **5. Subcommittees**

Communication from any formed working groups to the EMHSCA Steering group shall occur through the distribution of working group minutes and verbal reports from the chair.

#### **6. Meetings**

The EMHSCA Steering group will meet bi-monthly, and at least 6 days prior to "the Alliance" meeting, or otherwise by agreement of the membership. In addition, the Chair of the Steering group will call a meeting of the group if so requested by any member of the Committee.

#### **7. Quorum**

A quorum shall consist of the majority of members of the Steering group. Meetings without a quorum may proceed at the discretion of the chair with notes recorded for the following meeting.

#### **8. Review**

- a) The Terms of Reference and the membership of the Working Groups, including attendees, shall be reviewed annually by the EMHSCA Steering group with any changes to be approved by the consensus of the members.
- b) Review of the Committee's performance shall be conducted annually and reported to the EMHSCA partners.

#### **1. Committee Records**

- The storage of EMHSCA Steering group records and documents will be the responsibility of the EMHSCA project officer and all documents will be located within the Eastern Health electronic database.
- Only duplicate copies of committee documents (agendas, minutes and papers) should be circulated to members, with the original (master set) stored in Eastern Health-approved systems.
- The retention and disposal of all committee records, including email and electronic documents, must be in accordance with the relevant legal requirements.
- In the event of the termination of the EMHSCA project officer role, the ongoing storage of EMHSCA documents will be handed over to the current chair of the Alliance.