

**TERMS OF REFERENCE**

The Te Rito Wellington Family Violence Network represents an integrated, community approach to preventing violence in families/whanau living in Wellington. It comprises a collective group of non government and government agencies in Wellington dedicated and committed to working together to create a healthy and safe community.

Our vision for the Network is:

*Absolutely, Positively, Violence Free Wellington*

*Leaving a violence free heritage for Wellington*

**We are committed to the following values:**

* Zero tolerance of family violence
* The principles of the Treaty of Waitangi/Te Tiriti O Waitangi
* An honest and open relationship, working together in a non judgmental and professional manner
* Respecting cultural identity and diversity
* Creating change through action

**Our purpose:**

The Te Rito Wellington Family Violence Network will work to reduce the impact of all forms of family violence through:

* Raising awareness of family violence in the community
* The provision of family violence training for organisations and the wider community
* Sharing information between member agencies
* Promoting collaboration between government and non government organisations

**Structure**

**The Te Rito Wellington Family Violence Network**

1. The Network meets monthly and comprises a collaborative group of government and non-government agencies.
   1. The purpose is to provide a forum for:

* Increasing partnership, communication and coordination among Wellington service providers
* Sharing information and resources
* Gaining skills and learning from training opportunities
* Establishing a coordinated response to family violence
* Facilitating mutual encouragement and support
* Creating an avenue for members to initiate and participate in Network projects and activities
  1. Membership in the Network
* Membership is open to any non government or government agency working with family violence, that has a mission that is consistent with the Network MOU
* Membership agencies must sign and support the Network MOU
* Agencies interested in membership should contact the Network Coordinator
* The Coordinator will then notify the Strategic Group which will confirm the agency’s mission is consistent with the MOU. If confirmed, the Coordinator will then invite the agency to sign the MOU
* Agency representatives must attend Network meetings regularly and participate in Network activities as appropriate
* If the membership of an agency should be reconsidered or terminated, that decision will be made by the majority vote of the Strategic Group
* To participate in strategic planning or decision making, members must have a signed MOU on file with the Coordinator

1.3 Network meetings

* Meetings are monthly
* The Coordinator organises the meetings and sends out the minutes and agendas
* The Network will appoint a facilitator from the Network to chair the meetings. The facilitator is responsible for checking in with the Coordinator before meetings

1. **The Te Rito Wellington Family Violence Network Strategic Group**

2.1 The Strategic Group provides strategic governance for the Network. They are responsible for:

* Developing and reviewing the strategic plan
* Establishing priorities and identifying activities and goals
* Supporting the lead agency through employee and finance subcommittees
* Supporting the leadership of the Network Coordinator with the provision of clear expectations, boundaries and role definition

2.2 Chairpersons

* There will be two chairs as decided by the Strategic Group

2.3 Strategic Group meetings

* The Strategic Group will meet monthly for a minimum of ten meetings per year
* The agenda will be emailed the week before the Strategic Group meeting. Members may submit items for the agenda to the Coordinator prior to this date or at the beginning of the meeting
* All meetings will have minutes. Minutes will be sent out no more than two weeks following the meeting
* A quorum of members will be 3 and decision making will be by consensus
* The Coordinator organizes the meeting and the chairs facilitate it
* The members of the Strategic Group are required to give notice if they are unable to attend meetings. If members are absent for 3 consecutive meetings and have not given notice then membership may be automatically withdrawn

2.4 Membership

* Strategic Group members are senior members of their agency. Their agency must be a representative of a community or government agency working within Wellington who has signed the Te Rito Wellington Family Violence Network MOU
* New members must self-nominate or be suggested by the Strategic Group. Requests for membership are to be directed to the Network Coordinator. The Strategic Group will confirm the appointment of new members
* Membership consists of a minimum of 5 and a maximum of 8 people
* All members of the Strategic Group acknowledge that in becoming members they agree to:

1. Prepare for meetings by reading minutes and reports
2. Attend Strategic Group meetings regularly and participate in Network activities as appropriate
3. Ensure a representative from their agency attends Network meetings regularly

* Membership may be automatically withdrawn by the Strategic Group in the event that a member fails, without reasonable excuse, to attend three consecutive meetings
* In the event that there is some reason for the membership of an agency or individual to be reconsidered or terminated that decision will be made by majority vote of the Strategic Group

2.5 Conflict of interest

* Where a conflict of interest exists the member shall state it verbally and withdraw from discussion

1. **The Lead Agent** is a member of the Strategic Group and is responsible for:

* Supporting the implementation of the strategic plan
* Employing the Coordinator and providing support, guidance and performance management for the Coordinator with support from the Strategic Group
* Ensuring the contractual responsibilities of the Te Rito Wellington Family Violence Network contract are met
* Providing financial reports to each meeting

1. Te Rito Wellington Family Violence Network Coordinator is responsible for implementing projects, building relationships and coordinating the network. Specific tasks and responsibilities are outlined in the Job Description which has been approved by the Strategic Group

**Strategic Group members:**

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| --- | --- | --- |
| **Organisation/agency** | **Name and title** | **Signature & date** |
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