**Transgender, Gender Diverse and Non-Binary Communities Advisory Group**

**Terms of Reference**

**Mission Statement:**

To provide quality advice to the Queensland Council for LGBTI Health (QC) that reflects the needs of Transgender, Gender Diverse and Non-Binary (TGDNB) communities, to ensure that QC resources, programs and services enhance the health and wellbeing outcomes of TGDNB people in Queensland.

The Terms of Reference is a statement of mutual intentions, roles and responsibilities, communication and processes between QC and members of the Transgender, Gender Diverse and Non-Binary Community Health Advisory Group (Advisory Group).

**Objectives**

* To provide advice on the strategic directions of Transgender, Gender Diverse and Non-Binary (TGDNB) specific communities health programs, services and resources within QC, and ensure general LGBTI Sistergirl Brotherboy QC activities are inclusive of the needs of TGDNB people.
* To lead consultation processes to ensure community voices are captured in a QC TGDNB Community Health Strategy.
* To build the capacity and connections of leaders within the TGDNB communities through Statewide consultation, connection and community development by creating a Community of Practice within the Advisory Group.

**Function:**

To provide advice on activities, programs and services implemented by QC specifically. This Advisory Group is distinct from other community led groups that implement activities external to QC and is not intended to inform the work of other groups.

**Membership Criteria:**

Membership of the Advisory group will include a range of people from communities across urban, regional and remote locations and also a diversity in age, background, culture, sexuality etc.

Exceptions may be made for a person who identifies as a parent or ally and has an active, recognised role in a local community that supports TGDNB communities.

**Roles:**

Roles within the Advisory Group will include;

* A Chairperson
* Deputy Chairperson
* Core members
* Consultation Sub-Group, being a wider consultation group made up of TGDNB people and communities connected to and representing peer groups and/or services and organisations.

The Consultation Sub-Group will be a part of the Advisory group with specific responsibility for reviewing content rather than creation and/or development of content. The review and amendment of content is an essential component of the delivery of quality outcomes and ensures opportunities for local, regional and remote groups to feed into the work of the Advisory group as a whole. Membership of the Consultation Sub-Group also allows for more flexible and ad-hoc contribution to the work of the Advisory Group.

The Chairperson and the Deputy Chairperson will sit across both groups with responsibility for feeding input from the Consultation Sub-Group into the Advisory Group (referred to as the Core Group when distinct from the Consultation Sub-Group.

**The Core Group:** (4 to 6 representatives)

Members of the Core Group would be expected to attend most if not all Advisory Group meetings. The Core Group will involve a greater commitment in terms of time and engagement and ‘real-time’ participation in meetings and discussions

**The Consultation Sub-Group: (**4-6 representatives)

The Consultation Sub-Group will be made up of representatives with strong connections to peer groups and/or services and organisations. Members in the consultation group will be representing the voices and perspectives of peer groups and/or services and organisations rather than their own lived experience. A virtual space will be created to compile feedback from this group before it is presented to the core group.

The Consultation Sub-Group members will be given opportunities to suggest agenda items (if required) for discussion at Core Group meetings.

We are seeking members for both the Core Group and the Consultation Sub-Group with the following qualities:

* Brave and courageous.
* Respect and reciprocity.
* Strong ethics and cultural values.
* Self determination.
* Commitment and passion.

**Chair and Secretariat Support:**

QC will chair and provide secretariat support for the Advisory Group.

**Meeting Procedures:**

Meeting agenda’s will be distributed electronically 1 week prior to the meeting date.

Meetings will be facilitated by the Chair who will lead and facilitate agenda items and ensure input is shared around the group. In the absence of the Chair, the Deputy Chair will step into the Chair functions.

All meetings will have a secretariat in attendance to take minutes, which will be sent around electronically within 1 week of a meeting. A meeting summary will be developed and shared on a range of community social media pages and/or websites such as Many Genders One Voice, Queensland Transgender Network, Transgender Safe Space to showcase public communication on the key discussion and decisions made at each Advisory Group meeting.

Recommendations to improve the health and wellbeing of TGDNB people within Queensland can be made available to wider TGDNB communities as a result of public communications from the Advisory Group.

QC will host the Advisory Group documents and reports on a shared drive.

**Quorum:** At least 50% of Core Group members must be present at a meeting for that meeting to carry.

**Meeting Schedule for Core Group:**

* One Statewide face to face meeting per year at a location to be decided.
* Fortnightly meetings of up to 45 minutes to an hour in duration.
* If a member is unable to attend, it is expected that they tender an apology with the Chairperson at least two days before the scheduled meeting.
* Members may be requested to participate in additional meetings and forums as required.

**Meeting Schedule for Consultation Sub-Group:**

* One Statewide face to face meeting per year at a location to be decided.
* Meetings every 6 weeks of up to 1.5 hours in duration.
* The purpose of the meetings is to provide community group/service consultation to the Chairperson/Deputy Chairperson to present to the Core Group meetings.
* Consultation group members will receive material 2-3 weeks prior to meeting to allow for community group/service consultation to occur prior to meeting.
* Members may be requested to participate in additional meetings and forums as required.

**Remuneration:**

Advisory Group members will be a volunteer. Sitting fees will not be paid.

**Term:**

This is a time limited project to be completed 30th June 2021.

The Advisory may be extended an opportunity to reapply for an additional term.

This agreement is to be reviewed every 12 months from date signed.

**Recruitment Process**

The recruitment process will be an open Expression of Interest (EOI) application. Extensive publication and Statewide dissemination of an Expression of Interest will ensure transparency and equal opportunity for interested community members to apply.

The EOI advertising and promotion will target Transgender, Gender Diverse and Non-Binary people and communities.

Methods include:

* Social media using Facebook Many Genders One Voice page, QC Website, 2Spirits, Clinic 30 Facebook pages and distribution through the Transgender, Gender Diverse and Non-Binary peer networks.
* Email using Transgender, Gender Diverse and Non-Binary community networks

EOI applications will seek the following information:

* Motivation to be on the Advisory Group.
* Identifying connection to Transgender, Gender Diverse and Non-Binary communities, or
* Identifying if they are an ally and, if so, demonstrate how they are a safe ally for TGDNB communities.
* Which group they are applying to join (Core or Consultation-Sub-Group).
* Volunteer and/or working experience with Transgender, Gender Diverse and Non-Binary communities.
* Previous leadership and advocacy experience in meetings.
* What they will bring to Advisory in the best interests of the Transgender, Gender Diverse and Non-Binary people and communities of Queensland.

The recruitment process will assess all applications, identifying current skills, knowledge, community connections, location and identities.

**Resignation:**

In the event of Advisory Group member choosing to resign/withdraw from the Advisory Group, the process for doing so is to ask for withdrawal by writing to the Chairperson of the Advisory Group outlining reasons for wanting to withdraw/resign.

Should a position become vacant within the Advisory Group, the following will take place to fill that position:

* An expression of interest will be advertised which will include the criteria and meeting schedule for either the Core or Consultation group (depending on which group the vacancy is in).
* If no suitable applications are received, that position will remain open and advertised for 3 months before becoming closed.
* Once the position becomes closed, applications will need to be made in writing to the Chairperson of the Advisory Group for consideration.

**Termination:**

In an event when a member has not attended 3 meetings and disengaged from the group without agreement of the Chairperson, they may be asked to leave the group depending on reason for absences. We will work with Advisory Group members as much as we can to ensure that Advisory Group members feel supported.

**Group Commitment:**

As a member of the Transgender, Gender Diverse and Non-Binary Community Health Advisory Group, I will agree to abide by the QC Code of Conduct.

As an Advisory Member, I also agree to:

* Provide timely advice on and engagement with all Advisory Group activities, including a QC TGDNB Community Health Strategy.
* Encourage and support Transgender, Gender Diverse and Non-Binary community engagement, consultation and participation with all activities and objectives of the Advisory Group to maximise positive impact for Queensland TGNB communities.
* Work with each other in a collaborative, cooperative and transparent manner.
* Highlight examples of domestic and international best practice guidelines /policies for TGDNB communities both within QC and other organisations.
* Identify key research that will assist and support the development of the Trans and Gender Diverse Community Health resources, programs and services within QC.
* To acknowledge the central importance of respect, trust and resilience in constructive relationships, and valuing different skills, knowledge and lived experience as TGDNB people.
* Keep communication at meetings confidential and only made public with consent and permission from the Chairperson.