

## Terms of Reference

The Illawarra Disability Alliance (IDA) is a group of not-for-profit disability-specific providers working together collegially and collaboratively to deliver better outcomes for people with disability in our local community.

### **Membership:**

Membership is available to not-for-profit organisations who provide services for people with disability in the Illawarra. Application is by Expression of Interest. There will be two forms of membership; Affiliate member and an Associate member.

**Affiliate members** are organisations where disability supports and services comprise the core mission of the organisation or where significant disability supports and services are delivered by the organisation.

**Associate members** are organisations who offer supports and services that benefit people with a disability but who do not meet the criteria of an Affiliate member

All Expressions of Interest will be reviewed at IDA meetings, and decision will be made by consensus whether the applicant is accepted as an affiliate or associate member. This will be based on a review of the requesting organisation’s core business and role in the Disability Services Sector in our region.

Decisions over whether new potential member organisations meet these eligibility criteria will be made by a full meeting of the Committee.

Members will pay an annual membership fee to support secretariat services in terms of all work relating to the administration and conduct of the IDA meetings. Where meetings or tasks that have additional costs are identified the members of the IDA will make that decision as to the resourcing of these activities on a case by case basis.

Category	Membership fee
Large organisations (greater than \$20 million turnover)	\$1500
Medium (\$10 to \$20 mill turnover)	\$1000
Other Full members	\$500
Associate members	\$200

### **Chairperson:**

The role of the Chairperson will be appointed on a rotational basis from amongst members.

**Representation:**

The CEO or most senior regional leader of an organisation, whether an Affiliate or Associate member, has the primary representational role in the IDA. An alternative senior leader may attend meetings as their organisation's representative in the absence of the primary representative.

Members (Affiliate and Associate) will receive a copy of the minutes from all meetings held by the Illawarra Disability Alliance. Affiliate members have the right to vote on Alliance matters and membership requests, while associate members do not hold a voting right within the Alliance.

Associate members are eligible to attend that part of Alliance meetings identified as 'Associate Attendance', or a full meeting where invited by consensus.

**Effective Meeting:**

A minimum of 33% of members must be present for an effective meeting to be held.

**Consensus:**

Where possible, decisions will be made through consensus. Sufficient time will be allocated to debate potential issues in order to achieve consensus. Only matters and proposals around which there is genuine consensus will inform the ongoing work or activities of the IDA.

**Resolutions:**

No resolution of the IDA will bind or restrict the independent decision making of member companies in relation to their own business decisions.

**Delegated Authority:**

All primary representatives may only speak on other matters to do with disability policy "on behalf of the IDA" when they have been given the delegated authority to do so.

**Member organisations must abide by the following principles:**

- Comply with relevant disability standards and legislation;
- Have a quality system which is third party verified;
- Be committed to working in a collaborative and collegiate way with other organisations, both IDA members and others, to enhance client choice and control and to achieve greater outcomes for people with disability;
- Be committed to inclusiveness and community engagement;
- Respect and acknowledge diversity;
- Be committed to protecting individual's privacy and confidentiality;
- Actively promote and support greater equity for people with disability;
- Be committed to professional development for staff to ensure people with disability receive the highest standard of support;
- Actively review organisational performance, client outcomes against objectives including seeking feedback and complaints and reporting outcomes in a transparent manner;
- Act with honesty, integrity and equity;
- Actively promote the benefits of not-for-profit service providers;
- Be committed as acting as a unified voice on disability issues;
- Make financial contributions to support IDA activities as required.