

Hawkesbury Action and Resource Consortium (H.A.R.C.)

Terms of Reference

PRIMARY PURPOSE:

To support, improve and sustain collaborative practices in the community services sector in the Hawkesbury area and to uphold principals of social justice, access and equity and respecting diversity.

ROLE OF THE CONSORTIUM:

- To explore strategies to improve and sustain the community services sector in Hawkesbury.
- To improve the coordinated, collaborative approach to service provision by ensuring involvement in local and strategic social planning processes.
- To identify gaps and duplication in service provision.
- To look for and create opportunities to work collaboratively on joint projects that will improve community services in Hawkesbury.
- To research, discuss and consider new trends; initiatives and social policies/government policies and their impact on service delivery and communities.
- To actively advocate on issues impacting on communities and the community services sector with a specific focus on the disadvantaged.
- To communicate regional information and provide a consultation base for local, state and national issues.
- To promote the value of the Hawkesbury community services sector and its role in strengthening and building communities.
- As this is an ongoing consortium at times we will require to have a lead agency. The lead agency for different issues will change and will be elected by the HARC membership.
- To utilise members skills to provide each other with support, knowledge, advice and an experimental space to reflect on issues and ideas.

MEMBERSHIP:

- Membership is open to managers / coordinators / workers who have managerial or strategic responsibilities within their organisation/sector
- Membership is open to community/human services operating in the Hawkesbury
- The HARC meets quarterly, or as needed, on the third Thursday of that month. Attendance is voluntary but for the Consortium to be effective members need to be committed to attending
- Members may be required from time to time to do work for the Consortium outside the scheduled meeting times to ensure the effective operation of the Consortium.
- A quorum is half the membership. Decisions will be based on the majority of a vote.

- Proxy votes for a decisions are to be emailed to the group at mail@harc.ngo.net.au. The chair of the next meeting is to make sure the proxy votes are minuted.
- Communication will be primarily via an email mailing list, mail@harc.ngo.net.au, which is administered by Jane Uff, TRI Community Exchange
- The role of the secretariat will be on a rotational schedule for the provision of chairperson and minute taker and in the provision of refreshments.
- The role of a 'Reflections Person' will be to reflect on the running of the meeting and will be on a rotational schedule.
- In the event of an email decision being required, members will be given 3 days to reply to the decision or by the given date in the email. When decisions are requested via email, all members will agree 'silence is taken a assent'.
- If a member of HARC is approached by the media in relation to a decision made by HARC, the response should be 'This is the decision of HARC' only.
- Any correspondence sent out will be sent to Jane Uff who will be the holder of the HARC letterhead.

Contacts for HARC;

- Jane Uff, TRI Community Exchange, 4721 1866 – jane@tricom.org.au
- Yatra Sherwood, 4588 3503, Richmond Community Services Inc, rcsi@pnc.com.au
- Matt Thorp, 4571 1909, North Richmond Community Centre, manager@northrichmond.org.au
- Sharon Payne, 4578 4190, Womens Cottage, womcot@pnc.com.au

'THE RULES'

What is HARC Email Group Business?

- Sharing networking resources (e.g proformas, Terms of Reference etc.)
- Collaboratively addressing big picture Issues (e.g Welfare to Work; Industrial Relations; Public Transport)
- Strategic Action (e.g input into consultation & planning processes)
- Advocacy; Campaigns
- Major event planning, seeking diverse input from across the sector (in other words, sector wide issues, not those of individual organisations)

What isn't our business?

- General information share
- Promotion of individual organisations/services

- Seeking contact with one particular Consortium Convenor (using the whole email list)

Email Group Etiquette

Please follow these simple guidelines to make the group experience useful and productive for all:

- *Think before posting a new message and/or hitting "Forward"*
Please make sure your post is "HARC business" as defined above before posting it to the group. The group is unmoderated so we all need to take responsibility for appropriate postings.
- *Think before hitting "Reply All"*
If you are replying to a group member's post (perhaps to thank them, or ask for further info about something), hit the "Reply" key instead of the "Reply All" – that way your reply will be received by the group member and not by the whole group.
- *Use descriptive subjects*
i.e. if sharing a proforma resource for info sharing, instead of having "proforma" or "resource" in the subject line of your email, use "Info Sharing Proforma Resource"
- *Look at the size of that attachment*
Large files are problematic for those with dial-up connections or downloads-limited broadband plans. Generally speaking, anything bigger than 1.5mb is too big to attach – consider putting the information in the body of your email instead.
- *Delete unnecessary text when forwarding*
Nothing worse than having to scroll down past 500 email addresses before you can actually see the message! ☐
- *No flaming*
i.e. personal attacks, defamatory comments and general nastiness
- *Patience is a virtue...really.*
We can all sometimes inadvertently post or forward an inappropriate message to a group. Once or twice is forgivable; repeat offenders will be publicly whipped!