

Regional ATDC Member Meetings

Terms of Reference

Background

The Alcohol, Tobacco and other Drugs Council of Tasmania (ATDC) is the peak body representing the interests of community sector organisations (CSOs) that provide services to people with substance misuse issues in Tasmania. The ATDC is a membership based, independent, not-for-profit and incorporated organisation.

The ATDC's strategic directions and priorities are set by the membership and Board. Throughout the year the organisation engages with members and stakeholders to inform its directions. Many mechanisms are used to facilitate this process, such as: targeted consultation sessions, stakeholder surveys, site visits to member organisations as well as regular email and newsletter updates.

Role and Function

The ATDC established the Regional ATDC Member Meetings (RAMMs) to:

- provide members with a flexible and informal opportunity to raise local issues relating to service delivery or policy matters
- ensure the strategic direction and planning of the ATDC continues to be informed by the membership
- enable the ATDC to appropriately represent the alcohol, tobacco and other drug sector in advocacy to the Australian, State and local government
- enable networking between member organisations
- provide an interface between the government and community sector providers
- enable members to identify and progress action on shared issues and initiatives which impact on the delivery of alcohol, tobacco and other drug (ATOD) services in their region.
- enable the consistent flow of information and updates from the ATDC to members
- promote better coordination and integration of programs and services.

Membership

Meeting participation is open to all ATDC members and board members.

Representatives from across all levels of ATDC member organisations are encouraged to attend meetings. It is anticipated that meeting participation will be fluid and that ATDC members and organisational representations will attend from time-to-time depending upon availability.

Meeting participants are encouraged to:

- represent their respective area/organisation effectively
- participate fully in information sharing and discussion
- report back to colleagues and peers
- support the dissemination of meeting outcomes.

Meeting Times, Venues and Refreshments

The ATDC will convene quarterly meetings across the state within each of the three regions.

ATDC members will ideally provide host meeting sites. The ATDC will arrange meeting venues and refreshments. From time-to-time the ATDC may choose to run the meetings in conjunction with another event or activity to maximise member engagement or consultation.

Meeting Protocols

Meeting Chair

Meetings will be chaired by the ATDC CEO or designated delegate.

A meeting agenda will be prepared which enables the ATDC to provide an update about key strategic projects and activities and an opportunity for regional/member issues to be highlighted and discussed.

Agenda items may be highlighted and raised on the day of the meeting.

Meeting Papers and Agenda

- Meeting papers will be prepared and circulated to invitees no later than five working days prior to the meeting.

Meeting Record

- The ATDC will prepare and circulate a summary of meeting outcomes within two weeks of the meetings.

Review of Terms of Reference

The terms of reference will be reviewed as necessary but at least every two years.

The original terms of reference were endorsed at the initial series of RAMMs held in February 2014.

These terms of reference were discussed and endorsed during the series of RAMMs held in June 2015.