



## SHIP COMMUNITY COMMITTEE - TERMS OF REFERENCE

### April 2017

#### PURPOSE

The Social Health and Inclusion Port (SHIP) Project is a partnership between residents and local agencies. The aim of SHIP is to promote and support a connected, healthy and inclusive Port Melbourne. SHIP communicates opportunities for people to participate and connect locally, is an incubator for resident driven projects, and helps residents get linked to people and agencies with skills and resources to turn ideas into action.

#### MEMBERSHIP

The membership is open to residents and interested agencies. Members bring experience, skills and knowledge to support the project. Our agency partners include Star Health, City of Port Phillip, Port Melbourne Neighbourhood Centre and South Port Day Links. Members nominate to continue on the Committee at the last meeting of the year. Recruitment of members is ongoing.

#### MEETINGS

The SHIP Community Committee shall meet bimonthly for the life of the Project. Members nominate for the following roles annually: Chair, Minute taker and Treasurer. The Committee is open to a single chair or a shared chair role. Decisions are made by consensus. The Terms of Reference are reviewed annually.

#### DELEGATION OF AUTHORITY

The SHIP Community Committee sets the direction of the project in a two year plan and implements an annual workplan. ISCH is the auspice agency from July 2017 to June 2019 and employs a part time Project Officer to provide support to the Committee. The Project Officer provides quarterly reports to ISCH on the implementation of the plan.

#### ROLES AND RESPONSIBILITIES

The chair(s): set the agenda, chair meetings.

Minute taker: documents the minutes and distributes them to members prior to the next meeting.

Treasurer role: monitors budget (activity funds and grant money) and provides updates at meetings.

Members:

- Provide direction and support for the implementation of the SHIP project.
- Develop annual plan
- Attend and contribute to meetings.
- Promote linkages and partnerships between SHIP and the Port Melbourne community
- Contribute to projects of interest
- Liaise with SHIP supporters (agencies community groups or community leaders)

#### FUNDING

SHIP receives funds from Star Health and grants. The budget is managed by the Project Officer in association with the SHIP Treasurer. Resident members are eligible to claim reimbursement for approved out of pocket expenses for planned SHIP activities.

#### ROLE of SHIP SUPPORTERS

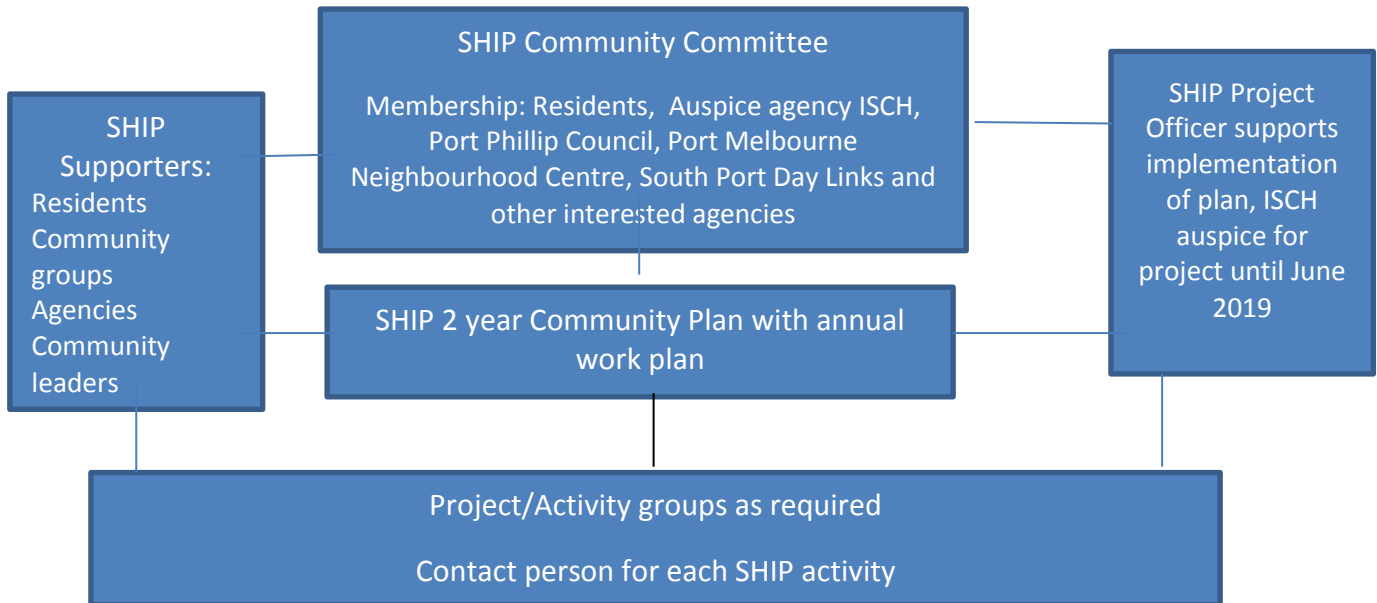
Assist with promotions, share SHIP social media, link residents to resources and provide skills and expertise to projects. Supporters may be past SHIP Committee members, residents, agencies community groups or community leaders.



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### SHIP STRUCTURE



### OUR VALUES:

- We are fun, social, inclusive, creative and healthy
- We support residents to turn ideas into action
- We celebrate the good things about the Port community
- We promote healthy environments and lifestyles
- We bring the old and new Port together
- We support residents to gain skills, share their skills, or link to other residents who have the skills and knowledge to help projects and activities to get off the ground
- We partner with local groups and agencies and to run activities and projects
- We engage with a diverse range of people with all abilities

### WHAT WE DO

**Incubator for new projects:** We support residents to turn ideas into activities that are fun, social, innovative, inclusive and creative. We provide: mentoring, resources and assistance with promotion.

**Communications:** We promote opportunities for people to participate and connect through our website, Facebook, monthly mailchimp and flyers

**Connecting and linking:** We help residents get linked in to opportunities and activities, or to people and agencies with skills and resources that can support them.

### CONTACT US:

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