



Terms of Reference

**Advisory Committee to the
Mount Alexander Affordable
Housing Trust
Terms of Reference**

PURPOSE

An Advisory Committee will be appointed to assist the Trustee of the Mount Alexander Affordable Housing Trust. The purpose of the Advisory Committee is to provide to the Trustee of Mount Alexander Affordable Housing Trust;

- Informed, balanced and fair advice based on objective evidence and broad engagement with the Mount Alexander community and key stakeholders
- Assistance in developing and maintaining donor relationships and fundraising activities

It is noted that the Advisory Committee's role is to advise the Trustee and it does not have decision making powers over the activities of the Trustee (in accordance with the Trust Deed and trust law). The role of the Advisory Committee will be further developed in consultation with the Trustee upon their appointment.

OBJECTIVES

- A. Form a diverse Advisory Committee with the breadth of personal and professional experience and attributes, skills, knowledge, community and professional networks to assist the Trustee to deliver outcomes
- B. Assist in meeting the objectives of the Deed of the Mount Alexander Affordable Housing Trust, including:
 - i. Advise on affordable housing needs and opportunities in the Shire
 - ii. Represent the community in an inclusive way that accounts for all affordable housing needs in the community
 - iii. Present informed, balanced and fair advice based on objective evidence and broad engagement with the Mount Alexander community
 - iv. Provide such advice free from personal or representational bias
 - v. Provide advice on potential projects and donation and funding opportunities in and for the community

And, prior to appointment of the Trustee:

- C. Assist in communications and engagement with the broader community, key stakeholders and potential donors to build a clear understanding of the purpose and scope of the Trust
- D. Work collaboratively with Council and any appointed fundraising consultant to develop and implement a fundraising strategy
- E. Assist in engaging with potential donors, particularly those considering donations over \$5,000.00
- F. Assist Council to assess potential inaugural project sites in relation to available funds
- G. Assist Council to assess Trusteeship models and determine a Trustee selection process that best meets the requirements of the Trust Deed and needs of our community
- H. Contribute to shortlisting of Trustee applicants

And, following appointment of the Trustee:

- I. Provide advice to assist the Trustee in long-term planning including considering major proposals of the Trustee such as acquiring land
- J. Provide the principle engagement point for the Trustee with the community
- K. Promote the Trust and its outcomes within the community and with stakeholders
- L. Actively assist the Trustee in developing and maintaining donor relationships and finance and funding opportunities

MEMBERSHIP AND ROLES

Membership is on a voluntary basis. There will be no financial payment for membership.

Unless otherwise agreed by Council, the Chair of the Panel will be a Councillor.

Council will formally appoint members to the Advisory Committee following an Expression of Interest and interview process.

Council's CEO and Housing Solutions Broker will support the Advisory Committee as non-voting members.

The Housing Solutions Broker will provide the Secretariat for meetings until the Trustee is appointed.

The Advisory Committee will consist of one Councillor and six other members, all selected on their response to the Skills Matrix and Objectives of the Advisory Committee.

Membership of the Advisory Committee will be selected not only on individual merits and attributes but also balance of skills, experience, knowledge and qualities across the whole committee as outlined in the Skills Matrix.

SELECTION PROCESS

An Expression of Interest process will be managed by the Housing Solutions Broker in collaboration with a Councillor, the CEO and two external experts.

Members will be selected based on:

- Personal and professional experience and attributes, knowledge, skills and networks in relation to the advisory committee's objectives.
- Responses to the skills matrix.
- Responses to the in-person interview (for shortlisted applicants).

Applicants are asked to identify whether they are applying as an individual or as an organisational representative.

All applicants should indicate availability for interview in the weeks commencing 5th and 12th August, in the event they are shortlisted.

QUORUM

50% of members plus 1 and must include one Councillor (or delegate).

MEETINGS

Unless otherwise agreed, the Advisory Committee will meet in-person on a quarterly basis at a venue within the Shire. Additional meetings may be held by agreement of the majority members where necessary. It is expected that until the Trustee is appointed, during the establishment phase, that meetings may be required as often as every month.

The Advisory Committee agenda and documents will be distributed at least five working days prior to each scheduled meeting.

Notes from each meeting will be provided to all Councillors and reports for decision tabled at the

next available Council meeting as an open or confidential item as required.

Members must attend 80% of scheduled meetings.

TERM OF APPOINTMENT

Members of the Advisory Committee will be appointed for a term of three years up to a maximum of six consecutive years for any one committee member.

Unless otherwise approved by Council, this Terms of Reference will be reviewed every four years.

Members may resign at any time by providing 3 months' written notice. In the event of a vacancy, a public expression of interest process will be conducted for the vacant position.

CONFLICT OF INTEREST

- a. Members are required to declare any conflicts of interests with any agenda items prior to the meeting.
- b. The Chair will determine what action should be taken if any conflict is declared.

CODE OF CONDUCT

Members of the Advisory Group will commit to;

- a. Treat everyone with respect, dignity, courtesy and sensitivity.
- b. Respect the diversity of experiences, expertise and opinions of other members.
- c. Organisational representatives will represent the position of their organisation and not their own.