

DRAFT

Date of Executive Endorsement:

Next Review Date:

PURPOSE:

Compassionate Communities is a global movement that encourages communities and neighbourhood networks to play a much stronger role in supporting people, their carers, families and friends at end of life.

The South West Compassionate Communities Network is working towards ensuring that every person, every family and every community in the South West of Western Australia knows what to do when someone is caring, dying or grieving.

This document describes how the South West Compassionate Communities Network Committee structure functions and provides guidance on key roles within the Network. It is a companion document to the Network's Constitution and Code of Conduct.

Why is this important?

The South West Compassionate Communities Network is a relatively young organisation and how we work together as a group of volunteers, with communities and with other agencies is important, so that the Network can achieve its goals and for the Network's future.

This document, the constitution and the Code of Conduct provide a platform to support positive, professional and productive relationships within the Network, with other agencies, and with communities in the South West.

A professional, positive and solution focussed approach is essential for the Network to connect with the broader health and community sector and communities, so that its vision, *"Our local communities are death literate, socially connected and can take practical actions to care for each other in illness, death and grief,"* can be achieved.

ORGANISATIONAL STRUCTURE

The SW Compassionate Communities Network consists of a range of people with a common interest in improving connection and networks within the SW communities. This includes people who follow the Facebook page, access the webpage or attend Network events.

Some of the Network members undertake other roles to support the Network, this includes an Executive Group which has oversight of the Network activity, as required by the Constitution, and an Operational Committee which supports and informs the Executive Group. All people in these roles are volunteers. The Executive and key Operational Committee members are elected at the Annual General Meeting. Figure 1 shows the Committee Structure.

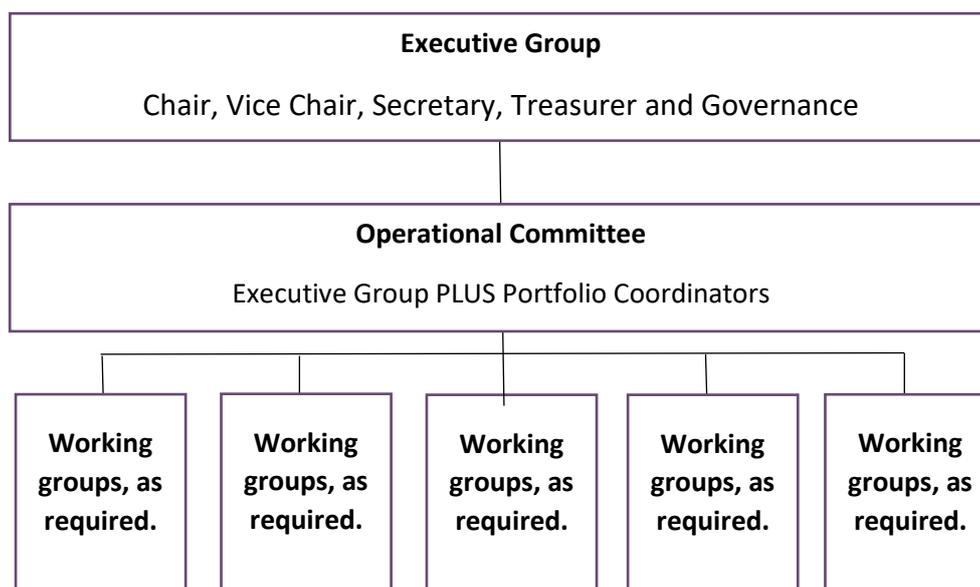
The Executive Group consists of the Chair, Vice Chair, Secretary, Treasurer and Governance portfolio holder.

The Operational Committee consists of the:

- Executive Group: Chair, Vice Chair, Secretary, Treasurer and Governance portfolio holder; and
- Portfolio Coordinators for Projects / Events / Initiatives.

Working Groups, led by a Portfolio Coordinator can be activated if required for the Portfolios to meet their community project goals.

Figure 1: Committee Structure



The Working Groups are not Committee Members, but Compassionate Community Network members who may be identified by Portfolio Coordinators as holding key resources and skills to assist in completing projects.

The Operational Plan

To ensure quality planning the Committee will adopt an operational plan each financial year. The Operational Plan sets out the significant activities that the Committee plans to undertake to ensure the delivery of our community project goals.

A key challenge in establishing the Operational Plan is to make sure that the goals set are achievable, this is especially important as the Executive, Portfolio Coordinators and Working Group members are volunteers. (Noting that there may be opportunities for the Network to receive funding for specific activity as it develops, and this might result in employment of resources to undertake Network activity in partnership with other agencies).

The Executive Group may amend the Operational Plan at any time by resolution. The Executive Group is responsible for monitoring progress against the operational plan and presenting updates at least quarterly to the Operational Committee and Network

EXECUTIVE GROUP

Chairperson

As the chief volunteer officer, the Chairperson is responsible for leading the Network. This position demands exceptional commitment to the network, first-rate leadership qualities, and personal integrity.

- Is a member of the Executive Group.
- Serves as the contact point for every Committee member on organisational issues.
- Sets goals and objectives for the Committee and ensures that they are met.
- Ensures that all Committee members are involved in committee activities.
- Assigns portfolio chairs through the AGM
- Motivates Committee members to attend meetings.
- Create a purposeful agenda in collaboration with the Executive Group members.
- Engage with each Committee member.
- Control dominating or out-of-line behaviour during meetings.

Vice-Chairperson

This position is typically successor to the Chairperson position. This position:

- Is a member of the Executive Group.
- Works closely with the Chairperson and other Committee members.
- Performs Chairperson responsibilities when the Chairperson cannot be available.
- Facilitates Committee Meetings in absence of Chairperson.
- Reports to the Executive Chairperson.
- Participates closely with the Chairperson to develop and implement officer transition plans.
- Performs other responsibilities as assigned by the Committee.

Secretary

The Secretary provides administrative and clerical support to the Executive Group and Committee, through the timely and accurate collection and sharing of information directly related to its activities.

The Secretary works with the Administration Assistant to ensure that administrative functions of the Committee are efficient and timely.

Specifically, the Secretary's position:

- Is a member of the Executive Group
- Keeps lists of Executive officers, Committee Members, Portfolio / Project / Event committees and General Membership.
- Meetings:
 - Notifies relevant members of Committee meetings, Executive meetings and annual general meetings.

- Ensures there is a quorum at Committee meetings.
- Keeps record of Committee attendance.
- Keeps accurate Minutes of all meetings, records all corrections to Minutes and distributes Minutes and actions to Committee members promptly after meetings.
- Records all motions and decisions of meetings.
- Conducts general Committee correspondence, and keeps records of incoming and outgoing correspondence. Monitors email correspondence, forwarding or responding to appropriate committee members as required. This function is conducted in conjunction with the Administration Assistant.
- In the absence of the Chairperson and Vice-Chairperson, chairs Committee meetings until the election of an alternate Chairperson.

Treasurer

The Treasurer is typically charged with overseeing the management and reporting of the Committee's finances.

Since the Committee's financial management is directly tied to the Treasurer's responsibilities, the Treasurer must have skills such as financial literacy, attention to detail, timeliness in completing tasks, clear and accurate record keeping, a willingness to ask questions and honesty.

More specifically, the Treasurer's position is:

- Is a member of the Executive Group.
- Manages the finances of the Committee;
- Administrates fiscal matters of the Committee;
- Works with the Executive Group to provide the annual budget to the Committee for members' approval.
- Ensures development and Executive Group review of financial policies and procedures.

Governance

The Governance portfolio holder provides advice to the Executive and Operational Committee on corporate governance matters.

The Governance portfolio holder must have an understanding and experience in organisational governance and management and skills such relationship management, health system literacy, attention to detail, timeliness in completing tasks, clear and accurate record keeping, a willingness to ask questions and honesty.

More specifically, the Governance position is:

- Is a member of the Executive Group.

- Works with the Executive Group to support the development and review of relevant documentation including this document, the Code of Conduct, the Operational Plan, and policies and procedures.

PORTFOLIOS

Portfolios are led by a Coordinator. A Portfolio may consist of one member, or a group of people led by the Coordinator as part of a Working Group. Working Group members are not part of the Operational Committee but are represented by the Portfolio Coordinator.

Portfolios will change as the Network continues develop and as key activities are identified.

The Portfolio areas listed below are examples of key streams of activity undertaken by the Operational Committee.

Administration Assistant

The Administration Assistant has specific roles in addition to supporting the functions of the Secretary as required:

- Compilation and distribution of a regular Newsletter under the direction of Executive Group who will be responsible for:
 - Material and research.
 - Proofing and approving final draft.
- Monitoring the PO Box, collecting mail and delivering to the Secretary for opening and distribution at meetings.
- As and when requested by the Secretary, responding and forwarding emails to appropriate Committee members and Portfolio Coordinators as required.
- Assisting the Membership Coordinator with processing of queries and confirmations.

Communication & Marketing

- Maintenance of website content under direction of Executive and Portfolio Coordinators.
- Maintenance of Social Media platforms – currently Facebook and Instagram, but including others if required.
- Creation of promotional material with Executive Group and Portfolio Coordinators.
- Liaison with Main Stream Media (MSM) – print, online, radio – for promotion of events.
- Marketing of events in conjunction with Portfolio / Project Coordinators.

Community Education

- Major function is the coordination and maintenance of the Events Calendar
 - Receives details of all projects / events through Event Nomination Form

- Allocates category to each nomination
 - Major Events – advised direct to Executive Group
 - Projects
 - Initiatives
- All events included in Calendar, start dates, finish dates, milestones.
- All events included in Agenda for next Committee meeting.
- First Responder for Project resources
 - Receives information regarding resources.
 - Advises on sourcing assistance.
- Liaison between Project / Event Coordinators and Executive Group

Death Café

Nominate Coordinator

Outline Project

- Budget
- Resources
- Working Group Management
- Reporting Requirements
- Communication Plan
- Code of Conduct

Coffin Club

Nominate Coordinator

Outline Project

- Budget
- Resources
- Working Group Management
- Reporting Requirements
- Communication Plan
- Code of Conduct

Dying to Know Day

Nominate Coordinator

Outline Project

- Budget
- Resources
- Working Group Management
- Reporting Requirements

DRAFT

- Communication Plan
- Code of Conduct

Workshops / education / focus group

Nominate Coordinator

Outline Project

- Budget
- Resources
- Working Group Management
- Reporting Requirements
- Communication Plan
- Code of Conduct

School Education and Art Project

Nominate Coordinator

Outline Project

- Budget
- Resources
- Working Group Management
- Reporting Requirements
- Communication Plan
- Code of Conduct

Funding

Nominate Coordinator

Outline Project:

- Works with the Executive Group to plan and organise fundraising activities.
- Works with the Executive Group to develop the long-term and annual fundraising plan.
- Focus on raising the amount of funds needed to meet the Committee's budget;
- Present reports on proposed fundraising activities to Executive Group and Committee meetings for approval;
- Identifies and cultivates on-going relationships with potential donors and sponsors.

OPERATIONAL PLAN 2021

The Executive Group and Operational Committee have identified four key areas of activity for the 2020/21 Financial Year. It is noted that some these projects will extend into 2021/22.

1. Strengthen the way we work through the development of the Code of Conduct and Organisational Plan and Operating Procedures.

- a) Led by the Executive

2. Progress the Community Connector Program

This activity is part of a Research Project with a range of other partners, including the WA Country Health Service, WA Primary Health Alliance, Perron Institute, La Trobe University etc (name all)

a) Nominate Coordinator

b) Outline Project

- Budget
- Resources
- Working Group Management
- Reporting Requirements
- Communication Plan
- Code of Conduct

3. Explore and progress the development of a Compassionate Communities Charter with the City of Bunbury and or other Local Government Agencies.

This activity

a) Nominate Coordinator

b) Outline Project

- Budget
- Resources
- Working Group Management
- Reporting Requirements
- Communication Plan
- Code of Conduct

4. Community Network of Support

1. Nominate Coordinator

2. Outline Project

- Budget
- Resources
- Working Group Management
- Reporting Requirements
- Communication Plan
- Code of Conduct

DRAFT

EXAMPLE OF PROJECT / EVENT / INITIATIVE NOMINATION FORM

Office Use Only <input type="checkbox"/>	Major Event <input type="checkbox"/>	Project <input type="checkbox"/>	Initiative
---	---	---	-------------------

Name of Project / Event / Initiative

Coordinator

Venue

Date (start date / end date)

Major Milestones (dates) to be observed

Scope of Project / Event / Initiative

Budget (example only) – this can also be attached as an excel spreadsheet

Income/Expense Item	Income	Expense	Source / Supplier	Invoice /Receipt received (attached)
Donation for Brochures	\$500		Donation from Bunbury Ag Soc	
Cost of printing brochures		\$495	Express Print	

Other Resources

ie Volunteers, Marquees, Drinking waters, Audio visual Equipment