

CDAH MEMBERS ACTION GROUP
Reviewed TERMS OF REFERENCE
V0.13 010623

Purpose

The purpose of the Members Action Group (MAG) is to actively promote the aims of CDAH, working with Peer groups to make a stronger peer movement and more Inclusive Hunter Community.

MAG is to be an active voice for Peer Group members on issues specific to our community.

These issues are identified by Peer group members. Individual members of CDAH may bring issues to the attention of the coordinator by completing the steps outlined in *Appendix A: Raise an issue for the MAG* and complete *Appendix B: Project Proposal Template*

Currents Peer Groups and contact information

Peer Employment network:	Joseph Popov	email, joseph@cdah.org.au
Speak up Hunter:	Sarah	email, sarah@cdah.org.au
	Arron Fitzpatrick	email, arreyfitz@gmail.com.au
The Hive:	Leah	email, thehive@cdah.org.au
Women's First Group:	Suzy Trindall	email, suzy@cdah.org.au
Queer Peers:	Owen	email, owaineb@gmail.com
	Shaylie Pryer	email, shaylie@cdah.org.au
Hunter Deafblind peer group:	Geoff Locock	email geoff@cdah.org.au
Housing Group:	Cathrine Caine	email Catherine.caine@gmail.com
Craft group	Katrina Fowler	email, katrina@cdah.org.au
	Melanie Schlaeger	email, melanie@cdah.org.au

MAG Coordination

The coordinator role is a volunteer role.

The group will be supported by the Executive Officer.

CDAH staff when directed by the Executive Officer, will also assist

Membership of MAG

MAG members are

- Members of one of the CDAH Peers from the list above

Term and Meetings

MAG will meet monthly.

The Terms of Reference will be reviewed annually by Peer Group members, the MAG coordinator & Executive Officer.

Objectives

- Create resources for our community
- Develop content monthly for CDAH Newsletter informing all CDAH member of current campaigns & actions and how to become involved
- Instigate & drive action relating to issues identified by our community
- Action campaigns relating to content developed in CDAH Road Map Planning
- Meet with and support CDAH member representative at Newcastle City Council Inclusion Committee

Scope

MAG will take part in Strategic Reviews/Roadmap Planning as part of identifying future works.

MAG will be responsive to change, and work with the Executive Officer to be responsive to new issues as they arise.

Reporting

Actions, outcomes and advice will be recorded and distributed to all members prior to meetings by the MAG coordinator.

Actions

2019-2021

- **Royal Commission**

We recognise there will be many in our community unable to speak to the commission, what can CDAH do?

- **History Project**

History of disability in the Hunter, including CDAH history.

- **Disability PRIDE**

It is time for our voices to align with the pride movements that have come before us

Diagram MAG- Hub and spoke

This image shows A circle that has MAG in the centre surrounded by circles that have the names of the Peer groups and an arrow to a circle, that is slightly outside saying CDAH Board. The CDAH board and the MAG has an arrow with Executive officer written in between, showing that the executive officer is the connection between the CDAH Board and the MAG.

Then on the right it has a list that says:

Each Peer Group has representatives on the MAG that can raise issues/projects ideas

MAG members discuss/vote/prioritise issues and projects and request the support/resources from the EO

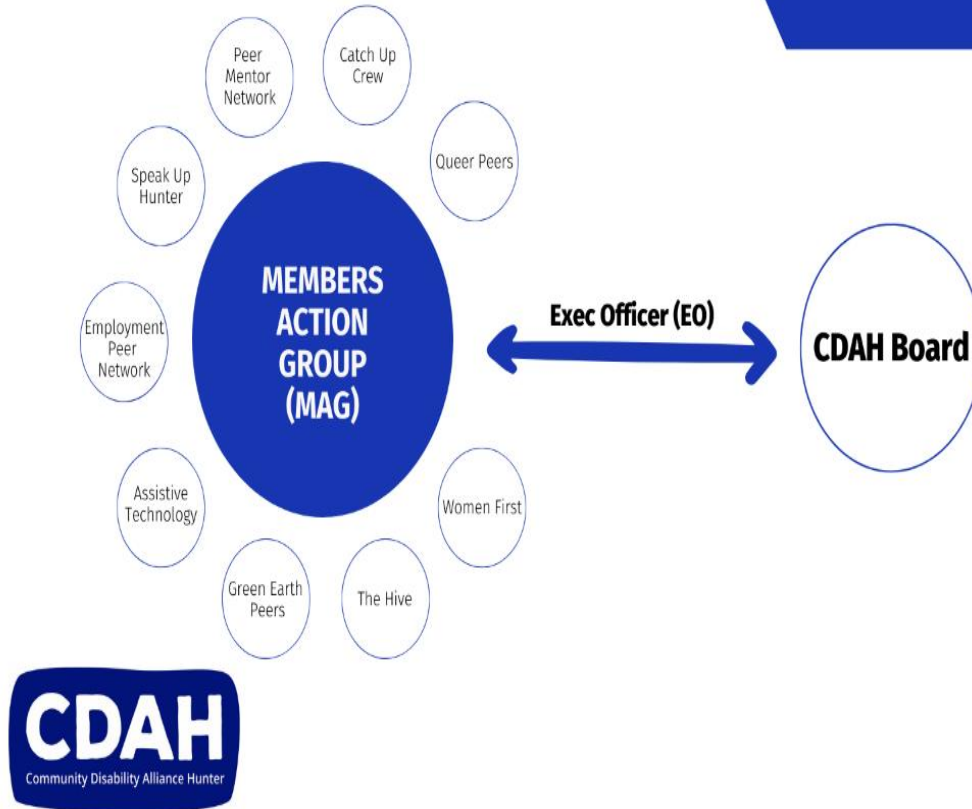
EO reports to CDAH board

CDAH board to consider any necessary actions

EO to report back to the board

MAG representatives to report back to the peer groups

MAG HUB AND SPOKE



Each Peer Group has representatives on the MAG that can raise issues/project ideas

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MAG members discuss/vote/prioritise issues and projects and requests the support/resources from EO

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EO reports to CDAH Board

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CDAH Board to consider any necessary actions

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EO to report back to the MAG

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MAG representatives to report back to peer groups

We need to update the MAG image

Appendix A: Raise an issue for the MAG

How to decide future projects for the Members Action Group – (MAG) or for CDAH operations. What needs to happen if someone has a new idea?

The ideas need to be in accordance with the objectives of CDAH

The constitution says:

The objectives of CDAH are:

- (a) Increase the knowledge, skills and capacity of people with disability and their families through information, advice, mentoring, peer support, training and development.
- (b) Be a collective voice of and for people with disability and families.
- (c) Assist people with disability to make the most of their packages of support.
- (d) Build the capacity of the community to welcome all people.
- (e) Share our collective lived experience to empower people with disability to have voice, choice and control.
- (f) Uphold and be guided by the United Nations Convention on the Rights of Persons with Disabilities.

See <https://www.cdah.org.au/wp-content/uploads/2021/09/COMMUNITY-DISABILITY-ALLIANCE-HUNTER-INCORPORATED-INC1300727-constitution-1-1.pdf>

An individual or Peer group of CDAH can have an idea or a project they would like the MAG to become involved in

Step 1 Discuss the idea in your peer group and then fill out the Project Proposal Template or if this is an idea from an individual member use the Project Proposal Template below to outline the idea

Step 2, Send the Project Proposal Template to the MAG Coordinator,

Step 3 If the project is seen as viable the MAG coordinator will ask the Executive Officer if it is something that can be implemented immediately by the operations team using existing resources or circulated to the MAG meeting.

Step 4 If the project needs to be taken to the CDAH board the Executive Officer will report that back at the next project meeting.

Step 5 If the project needs more support it will be tabled at the next MAG meeting for all groups to comments on.

Step 6 Once a decision was made on a project by the MAG this will be communicated back to the person to made the proposal by the MAG coordinator.

Appendix B: Project Proposal Template

Date:

Project Proposal Template
1 Name of the project
2 Name of the project person/s
3 What is the idea or project (short description)
4 Why is the idea or project needed and who does it benefit
5 What support is needed (List the things you would like to have from the Project Genie)
6 When the project is complete, describe what has been done
7 What questions need to be answered to move the project forward
8 Is there anything else you want to add