



## Lived Experience Leadership Roundtable Terms of Reference 2019

### **1. Purpose**

The Lived Experience Leadership Roundtable will provide strategic advice and oversee the establishment of the Queensland Lived Experience Workforce Network (Q-LEWN) as an independent peak body representing, supporting and advocating for the Queensland Lived Experience workforce.

The Roundtable will:

- Ensure the process of establishing Q-LEWN is informed by and representative of the diverse interests of the Lived Experience workforce.
- Provide strategic advice
- Approve the direction and activities for establishing Q-LEWN

### **2. Membership**

Members are Lived Experience workers active in a range of Lived Experience roles including within peer operated services; hospital and health services; community based organisations; education and/or training; and private practice and/or consultancy. Ongoing active involvement is required to maintain membership.

Current members of the Roundtable include:

- Eschleigh Balzamo, Lived Experience Organisation, Brisbane
- Paula Arro, PHN, Brisbane North
- Donna Humphrey, Lived Experience Organisation, Brisbane
- Viv Kissane, Lived Experience Organisation, Brisbane
- Karalee Bosniak, Community Based Service, Brisbane
- Gabrielle Villic, Hospital and Health Service, Brisbane South
- Lisa Jones, Hospital and Health Service, Brisbane North
- Michelle Edwards, Hospital and Health Service, Gold Coast
- Amanda Waegeli, Private Consultant, Darling Downs
- Elizabeth Guaresi, Community Based Service, South Burnett
- Michael Burge, Peer Network, Darling Downs
- Tanya Kretschmann, Community Based Service, Sunshine Coast
- Michael Burbank, Education/Training Institution, Sunshine Coast
- Evan Foulton, Peer Operated Service, Wide Bay
- Dr Louise Byrne, Education/Training Institution, Central Queensland
- Tyneal Hodges, Private Consultant, Cairns
- Chérie McGregor, Q-LEWN Project Officer

### **3. Meetings**

Meetings are held bi-monthly at Brisbane North PHN, Lutwyche City Shopping Centre. Members may attend meetings in person, by phone, or via teleconference. If unable to attend, apologies will be noted.

Chair: Eschleigh Balzamo

Secretariat: Paula Arro

### **4. Communication**

Agenda: Provided by email prior to each meeting.

Minutes: Provided by email within fifteen working days following each meeting.

The minutes will record

- Attendance and apologies of members
- The main issues and decisions made
- Actions arising, agreed timeframes and responsibility

Communiqué: A communiqué detailing outcomes from each meeting will be circulated with the minutes for feedback and approval within five days.

Communiqués will be circulated through the Q-LEWN email distribution list and upload on the Q-LEWN website.

Intersessional Approval: Approval for some activities may be requested via email between meetings. The subject line of the email will state "Q-LEWN – request for approval due by <<date>>" All relevant information will be included in the email. Failure to respond by the due by date will be interpreted as approval. If there is not a clear consensus for approval, the decision will be delayed until it can be discussed at the next meeting.

### **6. Financial Management**

All revenue generated by or for Q-LEWN during the establishment phase will be held by Brook RED in a bank account established specifically and solely for that purpose. All decisions for expenditure will be made collectively by the Roundtable and documented in either meeting minutes or via inter-sessional email approval. All funds held on behalf of Q-LEWN will be transferred to Q-LEWN when it is established as a legal entity. A sub-committee to the Roundtable will be established to provide governance oversight to this financial management arrangement.

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