**INTERNATIONAL DAY OF PEOPLE WITH DISABILITY**

**ACT STEERING COMMITTEE**

**Committee Members – Expressions of Interest**

Advocacy for Inclusion (AFI) are calling for Expressions of Interest (EOI’s) from people who would like to be involved in an exciting community project to be sitting members of an ACT Steering Committee for the International Day of People with Disability (IDPWD, also known as I-Day).

We are seeking up to five (5) community members to undertake paid advisory roles on how the Day is celebrated and how we engage with the community into the future.

The work is part of a project on the Community Control of I-Day which has been progressing with the support of the ACT Government and an interim steering committee which is now close to finalisation.

People with lived experience of disability are encouraged to apply. Application or participation in the EOI does not guarantee that an appointment will be made. We expect to announce the appointments on 3 December 2024 with the majority of our work getting underway in early 2025.

**About the International Day Project**

International Day of People with Disability is a United Nations-sanctioned day that is observed internationally on 3 December each year.

Earlier this year, Advocacy for Inclusion was contracted by the ACT Government to consult with the community and propose a multiyear marketing and event program for a community-controlled International Day of People with Disability (I-Day) here in the ACT.  This included an Appreciative Inquiry with people with disability selected from an Expression of Interest process and a Strategic Conversation with a number of organisations involved in past I-Day events to form a proposal to Government.

In October this year, the ACT Government agreed to adopt this proposal and transition I-Day celebrations in the ACT from government to community control. We are now moving to host the Day with support and oversight from a community steering committee and a rotating co-chair.

A key component of the new approach with community control of I-Day in the ACT will be a strong Governance framework and oversight by a Steering Committee.

**Steering Committee**

The I-Day Steering Committee will be supported by a Secretariat hosted by AFI and whose role will include, but not be limited to:

* Setting and oversighting an annual project budget
* Setting and monitoring delegation of operational responsibilities to the DPO Host Organisation
* Agreeing markers of success
* Identifying opportunities for raising funds, engaging sponsors, increasing profile, and facilitating shared work and collaboration across disability, corporate, government, philanthropic and community sectors
* Agree the annual I-Day workplan, theme and broad direction

Broadly, the Steering Committee will be made up of:

* Five members nominated by the community (paid) for a fixed term of 2 years with a possibility of extension (with members to not serve more than 5 years at a stretch)
* A representative nominated by each of the following – AFI, WWDACT, ACTDSID and MHCCACT
* A non-voting institutional partner representative
* At least two members at any one time with intersectional experiences of disability including people who identify as LGBTQIA+, Culturally and Linguistically Diverse, Aboriginal and/or Torres Strait Islander People
* At least 50% of members with a disability with an aspiration to ensure diverse disability experiences including people with sensory, intellectual and/or cognitive disabilities, psychosocial disability and/or people who are Neurodivergent
* Co-opted members as needed for specific skill gaps

The Steering Committee will complete its work through

* Formal written process for agenda setting, decision-making and the presentation of business based on a [Governing Board model](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.communitydirectors.com.au%2Fuploads%2Fpolicies%2FGovernancePolicy2015.doc&wdOrigin=BROWSELINK)
* Members can nominate from community – members chosen via an expression of interest and then selected by a panel which includes the host DPO, members of the appreciative inquiry group and the OFD
* Members are not representatives of organisations (probity measure)
* More than 50% people with disability at any one time
* Sitting fees per meeting $40 per hour
* There will be up to 8 meetings a year for a duration no longer than 2 hours – frequency will generally be bimonthly with option of more frequent meetings in the second part of the year (cost of around $2,500 p.a.).

**Timeline**

* 25 October 2024 Expressions of Interest Open
* 15 November 2024 EOI closes
* 18 – 22 November 2024 Applications assessed
* 27 November 2024 Applicants advised
* 3 December 2024 Launch event and anticipated announcement of appointments
* 11 December 2024 Induction and welcoming meeting
* 26 February 2025 First meeting for 2025 (work-planning)

More details are outlined in the complete Terms of Reference at Attachment A.

We are now calling for community members. If you are interested in being a community member and would like to indicate your interest in applying to be part of the ACT I-Day Steering Committee, please complete the Expression of Interest form at Attachment B.

Attachment A: Terms of Reference

**Terms of Reference | International Day of People with Disability**

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| **Terms of Reference: International Day of People with Disability (I-DAY2.0) ACT Steering Group** |
| 1. **Purpose**
 | The purpose of the International Day of People with Disability (I-DAY2.0) ACT Steering Group is to provide oversight and guidance on the Governance of I-DAY in the ACT.  |
| 1. **Membership**
 | * Five members nominated by the community for a 2-year term initially and not to serve more than 5 years at a time – these members will be eligible for sitting fees at the host organisation rate
* A representative nominated by each of the following – AFI, MHCC, ACTDSAID and WWDACT
* A non-voting institutional partner representative
* Revolving periods of leadership with a DPO/DRO and co-chairing with a partner
* At least two members at any one time with intersectional experiences of disability including people who identify as LGBTQIA+, CALD, Aboriginal and/or Torres Strait Islander People.
* At least two members with a different gender than other members
* At least 50% of members with a disability with an aspiration to ensure diverse disability experiences including people with sensory, intellectual and/or cognitive disabilities, psychosocial disability and/or people who are Neurodivergent.
* Mid-term review of membership at start of year 3

Other members and/or guests will be invited at the discretion of the Co-Chairs.The specific responsibilities and scope of the I-DAY2.0 Steering Group is outlined below. |
| 1. **Secretariat**
 | Advocacy for Inclusion  |
| 1. **How the**

**Steering Group will work** | The steering committee will work by:* There will be a Secretariat which is employed by the host DPO but also reports to the Steering Committee.
* Formal written process for agenda setting, decision-making and the presentation of business based on a standard Board model.
* Members can nominate from community – members chosen via an expression of interest and then selected by a panel which includes the host DPO, the Co-Chair and the ACT Office For Disability.
* Members are not representatives of organisations (this is a probity measure)
* Two-year term for core members for continuity across the life of the Marketing and Events Program.
* Process to fill casual vacancies via an expression of interest process
* Can co-opt up to 2 ‘working’ ex officio members to support specific themes/focus areas for 1 year at a time
* Project officer a member and provides Secretariat support (agenda and minutes)
* More than 50% people with disability at any one time
* Prior to the end of 2026 the Co-chairs will update these terms of reference and develop a process for renewing the committee and managing appointments, terminations of membership and disputes
 |
| 1. **Chair Selection**
 | Host DPO (AFI) would chair and share a rotating co-chair that would move between a different DPO or DRO and large institutional partners. * Year 1 – AFI/DPO/DRO
* Year 2 – AFI/Large institutional partner
* Year 3 – AFI/DPO/DRO\*
* Year 4 – AFI/Large institutional partner
* Year 5 – AFI/DPO/DRO

\*Subject to funding beyond the initial two years  |
| 1. **Scope of Steering Group**
 | * Oversight a project budget held by the DPO but managed within a discrete project allocation.
* Interview the project officer
* Agree markers of success
* Manage an internal evaluation
* Identify opportunities for money, profile, shared work and collaboration
* Agree the annual I-DAY2.0 workplan, theme and broad direction
* Manage a community consultation and engagement strategy including an annual open meeting early each year to reflect on the previous year and source hopes and aspirations for the coming year

***What the Steering Group will not do*** * Supervise the project officer
* Draw up the budget or authorise payments
* Conduct event management or direct detailed operational matters
 |
| 1. **Frequency of**

**Meetings** | * There will be up to 8 meetings a year for a duration no longer than 2 hours – frequency will generally be bimonthly with option of more frequent meetings in the second part of the year
 |
| 1. **Responsibilities of members**
 | Attend scheduled meetings where possible or provide an apology in advance Declare conflicts of interest including perceived conflicts of interestActively participate in the deliberations of the committeeRespect shared decisions and agreements Maintain a workplace that is free from bullying, harassment and all forms of violence Respect confidential and in house discussions where indicated |
| 1. **Quorum**
 | To constitute a quorum four members must be present and one of those must be the Chair or Co Chair. |
| 1. **Meeting Papers**
 | The agenda and supporting papers will be circulated by the Secretariat at least one week or five business days prior to the meeting, except for urgent items.Minutes, actions items and key decisions will be circulated to members no later than one week after the meeting.A process for managing business out of session will be agreed by the Committee |
| 1. **Reporting**

 **Responsibilities** | The I-DAY2.0 ACT Steering Group is to report through the host organisation. These reports will be presented via the Chair on the Steering Group.These reports should ensure all member perspectives are represented.The Committee will develop and agree a process for making decisions transparent such as a regular meeting communique.  |
| 1. **Changes to the Terms of Reference**
 | The Terms of Reference will be reviewed at the end of the first 5 years. |
| 1. **Accessibility**
 | Meetings will generally be online. The Secretariate will take all steps to meet accessibility requirements within a reasonable adjustment framework. Members will be responsible for notifying the Secretariate of their requirements.  |
| We acknowledge the support of the ACT Government for I-Day. |

**Attachment B**

**Application form**

Please download the form using the link or you can cut and paste the questions into an email and send back to info@advocacyforinclusion.org

**Online form**

Please download here and then follow the prompts:

<https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=_1u-gtyI2Eq3n_EpH85TXhqR3dQzeLpCgH1HGmJFYqhUNUVRWENXV0FTQjZBR1JVQTYxNE5JNlpOWC4u>

**Application form (text version)**

Name

DOB

Pronouns (i.e., what do you like to be called in emails or letters?)

Address

Email address

Telephone number

**About you:**

What is your preferred time and availability for meetings?

Do you identify as a person with a disability?

Can you tell us about your experience of disability?

(optional) Do you identify as

* Culturally and Linguistically Diverse
* Aboriginal and/or Torres Strait Islander
* LGBTIQA+

**Your ideas and experiences**

Tell us about your experience and connection to disability rights? <free text 200 words>

Can you share your brief vision or ideas on what you would like I-Day to be in the ACT? <free text 200 words>

Why do you want to join the steering committee for I-Day? <free text 200 words>

Can you describe the skills, experiences or networks you could bring to the Steering Committee for I-Day? <free text 200 words>

Are you able to attend a two-hour bimonthly meeting during working hours? <Yes/No>

Are there days or times when you cannot join a meeting? Please tell us about them

<free text 200 words>

Is there anything else you would like to tell us about? <free text 200 words>

*Thanks for your application. It is our intention to let people know about the selection process in the next few weeks. Please note that while we have every intention of appointing the Committee following the EOI participation does not guarantee appointment and I-Day arrangements are subject to funding from the ACT Government.*