

TERMS OF REFERENCE REPRESENTATIVE BODY SUPPORT AND DEVELOPMENT WORKING GROUP

A. Membership

- The Representative Body will nominate no less than three Representatives to sit on the group
- Representatives must be from the Tenant or Employee constituents to be a member of the group
- The group must include a minimum of one Tenant Representative and one Employee Representative
- The group will be Chaired by a member of the group with the support of the Secretary and appointed annually
- Quorum – A minimum of 3 members or 50% of the membership

B. Facilitator and Administrative Support

- The Working Group will be facilitated and administratively supported by the Governance Team.

C. Scope

The group shall:

- Agree how the Support and Development Budget shall be spent
- Manage the Support and Development Budget

D. Responsibilities

1. Consider requests and approve spending
2. Provide regular reports to the Representative Body
3. Manage the Support and Development Budget
4. Submit, for information, written minutes of meetings to the Representative Body

E. Frequency of Meetings

- The group will meet bi-monthly or as deemed necessary.

F. Review

- As necessary by the Working Group
- Annually as part of the review of the Mutual Governance Excellence Framework
- Approved by the Representative Body