

Tasmanian Women's Council

Terms of Reference

Establishment

The Tasmanian Women's Council (TWC) is established by the Minister for Women.

Purpose

TWC provides representative advice to Government, assisting in the development and delivery of informed, effective and evidenced-based policy, programs and projects for women.

TWC will advise the Tasmanian Government on the development and implementation of strategies to address inequality and increase the participation of women in all aspects of society, with a focus on:

- supporting implementation of the *Women on Boards Strategy 2020-2025*, including focusing on practical actions to increase women's representation on boards and strengthening board performance through increased diversity;
- women's leadership and safety through implementation of the *Tasmanian Women's Strategy 2018-21* and the development of associated Action Plans; and
- building employment pathways for women, particularly young women, in areas of economic importance to Tasmania and in sectors where women are under-represented.

TWC will also provide a forum for professional organisations to share best practice to inform Government's strategic directions.

Membership

TWC will consist of eight members appointed by the Minister for Women, and an ex-officio member from the Communities, Sport and Recreation Division (CSR) in the Department of Communities Tasmania.

Members will be appointed because of their specific skills, experience and knowledge. Members will be appointed for a two-year term and may be reappointed for a further two-year term at the discretion of the Minister for Women.

The ex-officio member will undertake the role of Chair.

Functions

When relevant, TWC members may consult with other stakeholders, including individuals and organisations, on issues submitted to them for consideration.

Individual members may be contacted by CSR to discuss or seek advice about issues relevant to the Women's Portfolio.

Members of TWC may be asked to sit on grant or award program assessment panels, and to represent TWC at events, forums and consultations as required.

Member Expectations

Members are responsible for:

- Participating in three TWC meetings per year; and
- Working collectively with other members and Government agency representatives to support its role and function.

Meetings

Frequency

TWC will meet three times per year.

Attendance

If the Chair is unable to attend a meeting, they may nominate a proxy from the Department of Communities to attend on their behalf.

Other members may not nominate proxy members to attend meetings on their behalf.

Suitable platforms will be made available to support members to attend by phone or video conference if required.

Procedures

Meetings will be undertaken as facilitated workshops, focussing on one topic of relevance to the strategic priorities of the Women's Portfolio.

The agenda, papers and other meeting materials will be circulated to members at least 3 working days prior to a scheduled meeting.

Draft outcomes will be distributed to TWC members for endorsement.

Following each meeting, TWC will submit a communique outlining meeting outcomes to the Minister for her consideration.

With the agreement of the Chair, TWC may establish short-term out-of-session working groups and/or sub-committees to support its functions.

Conflicts of Interest and Other Exemptions

Any member with a Conflict of Interest regarding a particular issue or agenda item must declare that interest prior to the commencement of related discussions.

A member may, at any time, excuse themselves from being involved in discussions on an issue or agenda item for personal reasons.

Administration

Secretariat support to TWC will be provided by CSR.

TWC members will be reimbursed for any reasonable out-of-pocket expenses in connection with their membership, including travel, meals and accommodation.

Review

These Terms of Reference will be reviewed annually.