

TERMS OF REFERENCE

Purpose

The role of the School Lawyer Reference Group is to strengthen and develop the School Lawyer model thinking and practice in the non-profit, government and private sectors through:

- promoting information, knowledge and resource sharing between members
- informing and advising members of current and emerging practical and theoretical issues including evaluation, research and advocacy issues
- fostering a collaborative approach to knowledge sharing within the sector
- providing leadership and expertise on development and implementation of school lawyer programs
- developing resources to assist and improve school lawyer programs
- developing a framework outlining the guiding principles for the delivery of the model
- providing a consultative body to promote the model to government and non-government agencies including funding bodies
- advocating on systemic legal issues relating to young people in schools

Role and Responsibilities

- Co-chair: the responsibility of the co-chair is to ensure meetings are called and held in accordance with the outlined 'Terms of Reference'. The co-chairs facilitate meetings in accordance with the standard meeting protocol and are responsible for communication with members, including creating and sending out agendas and meeting minutes.
- The co-chair also holds any funds of the network.
- Both Chair positions will be shared between members of the group, and will rotate on an annual basis.
- All members will be encouraged to contribute to discussions without bias or impediment from other members, in the spirit of curiosity, generosity, and enquiry. There is an expectation that members will

commit to active participation through attending meetings wherever possible, and present on their work or areas of interest where this would be of value to other members.

Communication

- In the absence a media policy, all prospective media releases and statements representing the School Lawyer Reference Group will be approved by the Reference Group.
- Meeting minutes will be action based.

Frequency

- The School Lawyer Reference Group meeting will be held quarterly on school holidays.

Membership

- The intended membership for this group shall be;
Any person who is involved in the development, delivery or management of school lawyer programs within the non-profit, government sectors and private sectors. Private organisations must offer service on a pro-bono basis.

Review

- The terms of reference will be reviewed annually at the first meeting of a new calendar year