

FECCA Advisory Group Terms of Reference

The Federation of Ethnic Communities' Councils of Australia (FECCA) is the peak national body for multicultural communities in Australia, representing over 1,500 organisations. For over 40 years, FECCA has proudly worked alongside multicultural communities, broader Australian society, and government to help build an Australia where everyone, no matter their background or how long they have lived in this country, can belong equally and without barriers.

FECCA recognises that multicultural communities are incredibly diverse. To ensure that as many perspectives as possible are reflected in our advocacy, policy and program work, FECCA is establishing Advisory Group on the cross-cutting themes of Women, Rural and Regional, and Ageing and Aged Care.

1. Purpose

The purpose of the Advisory Groups is to assist FECCA to understand and highlight the experiences, perspectives, and intersectional challenges and strengths of each groups theme.

The Advisory Groups will work to a) ensure that its theme is adequately incorporated and prioritised in FECCA's ongoing advocacy, policy and program work, b) strengthen the evidence-base of FECCA policy and projects through direct community insights and perspectives and c) where appropriate, assist FECCA to identify and operationalise any opportunities to sustainably expand FECCA's work in the Advisory Group's focus area.

2. Term

The Advisory Groups will commence on 25 August 2023 and are expected to continue for a minimum of 2 years duration.

Individual appointments will be made for either 1 or 2 year duration to facilitate member continuity and accommodate variances in individual members availability and capacity.

3. Membership

The Chair of the Advisory Group will be selected by the FECCA Board.

The Advisory Group will comprise 10 – 15 individuals selected by the Advisory Group Chair in consultation with FECCA CEO through an open EOI process.

Advisory Group members may serve as representatives of a relevant organisation, or in an individual capacity based on their expertise, lived experience and networks.

The selection of Advisory Group members will aim to provide a balance between expertise and representation from community to ensure the work of the Advisory Group is robust, complimentary, and representative. Consideration is given to geography, cultural diversity, gender, age and experience, including cohort specific, relevant lived experience and/or professional experience.

4. Roles and Responsibilities

The Advisory Group is accountable for:

- Providing consolidated strategic input into the advocacy, policy and program work of FECCA.
- At the request of FECCA, contributing to policy and program development on specified issues, providing input and comments via email or through one-on-one or group discussions.
- Developing a 2 page information fact sheet on the intersectionality of culture/ethnicity and the thematic area of the Advisory Group to support policy development and for potential publication on the FECCA website and social media.

The membership will commit to:

- Attend scheduled Advisory Group meetings and provide prior notice to Chair when unable to attend.
- Participate in ad hoc consultations and discussions with FECCA staff when possible.
- Champion FECCA.
- Share relevant communications and information across personal and professional networks.
- Make timely decisions and take action so as to not hold up Advisory Group work.
- Notify Chair and members of the Advisory Group, as soon as practical, if any matter arises which may be deemed to affect the Advisory Group.

FECCA will commit to:

- Provide a thorough orientation to FECCA, clear expectation setting for Advisory Groups and an overview of FECCA's priorities and strategy.
- Allocate resources to work with Advisory Group, attend meetings and ensure robust connection and communication between the Advisory Group and FECCA's work.
- FECCA CEO will meet with Advisory Group during the term.
- FECCA Board will provide guidance to Advisory Group Chairs.
- Facilitate cross-Advisory Group collaboration where relevant and practical.
- Identify and create opportunities to elevate the work of Advisory Groups and profile of individual Advisory Group members.
- Profile Advisory Group Chairs and members on FECCA website.
- Acknowledge and consider any additional requests or suggestions put forward by the Advisory Groups.

5. Meetings

FECCA Advisory Groups meet a minimum of three times a year virtually. Meetings can be increased in frequency upon discussion and agreement by Advisory Group Chair and members.

Advisory Group Chairs and members are responsible for working with FECCA staff to schedule and run the meetings.

6. Amendment, Modification or Variation

The Terms of Reference may be reviewed and amended by the FECCA Board and CEO as the need arises. Advisory Group Chairs and members will be consulted and notified of any changes.