Infographic One

The page is divided into six sections by black, red and blue graphic art lines, with an orange circle at the centre, and a red background covering sections 3 and 6. Each section is further divided into smaller points. There are graphic symbols/images scattered across the page relating to the text.

Section layout:

|  |  |
| --- | --- |
| 1 | 4 |
| 2 | 5 |
| 3 | 6 |

Orange Centre Section

Heading – Queer & Disability Service

The objectives of the QDSPN are to empower the community it serves, initiate change for the betterment of its members and community, facilitate action and connect LGBTIQ+ PWD.

Section 1 (upper left section)

Heading - Empower to Improve:

* Referral pathways within and across relevant sectors engaging with LGBTIQ+ PWD in ways that both ensure safety and privacy but also minimises the need for people to re-tell their stories and re-teach practitioners unnecessarily.
* The evidence base and data collection best practice principals for LGBTIQ+ PWD within member organisations.
* Cultural safety and inclusion within member workplaces for both staff and clients/constituents in a way that promotes workforce participation of people with lived experience, and access of LGBTIQ+ PWD to professionals.

Section 2 (middle left section)

Heading - Connect

* To link existing QLD LGBTIQ+, disability and relevant organisation such as health and violence prevention services together to improve local and state-wide responses to the needs of LGBTIQ+ PWD.
* To share information, knowledge, resources, referral options and practise wisdom across organisations and sector, particularly in a way that responds to local needs and contexts across regions and reduces unnecessary duplication of activities and initiatives.
* To link with interstate groups and projects focused around LGBTIQ+ PWD.

Section 4 (upper right section)

Heading - Initiate

* To respond collectively to strategic opportunities for joint advocacy, program and service development, and influence government policy change. This may require some establishment of Memorandums of Understanding between network members.
* To invite participation, feedback and consultation from LGBTIQ+ PWD to ensure that their voices are heard and that the actions of the group remain accountable to community.
* To document and refine new knowledge or practice models that may arise within the operation of the network, to add to existing knowledge bases or provide focus for future actions or project work.

Section 5 (middle right section)

Heading - Facilitate

* To adopt a community of practice model, as well as promoting partnership to support organisations to improve in areas of policy, practice and administration to address direct service issues and barriers faced by LGBTIQ+ PWD and their supporters.
* To pursue implementation of recommendations from relevant reports and sector reviews, and formulate processes for action and follow-up.

Section 6 (bottom right side)

Heading - Quorum & Decision Making

* At times the Network may need to make decisions about furthering advocacy, policy development or other strategic and collaborative actions related to objectives. All decisions will remain in line with the core purpose and objectives.
* Decisions involving or impacting on member organisations or members will not be made without consultation with the relevant parties, and should be made by consensus after appropriate discussion.
* Members may share their preference in decisions in advance of meetings they are unable to attend, and major decisions should be deferred until active members have been consulted.
* Members will be responsible to ensure their organisation is updated and aware of the activities of the group and are able to participate in timely decision-making,
* All full members have decision-making rights.
* A Quorum will be half of the pull members plus one.

Section 3 (bottom left section)

For more information regarding Queer & Disability services visit: www.qc.org.au

(logo’s for QC, 2 Spirits, and QLD Government).

Infographic Two

Page is divided vertically into three sections. The left side runs the length of the page and ha a red background, and the right side is white and is divided into two sections about 2/3 down the page.

Queer & Disability Service

Membership is aimed at professionals and services, and self-advocates interested in supporting the Network’s objectives.

Left hand side

Heading - OPEN TO

* Organisations & services providing LGBTIQ+, disability, health and violence prevention services.
* People working directly with individual LGBTIQ+ PWD.
* People working on policy and continuous quality improvement within organisations that support LGBTIQ+ PWD.
* People working in a project role related to LGBTIQ+ PWD.
* LGBTIQ+ people with disability.

Heading - COMPRISES TWO TIERS

Full Membership

* Allows members to receive updates and relevant email correspondence
* Participation in meetings, working groups and voting on group decisions.
* Full members unavailable for scheduled meetings and activities, may nominate a suitable proxy (proxies take care to consult the Terms of Reference prior to participation)
* Membership is obtained by contacting the Chair/s.

Mailing List Membership

* Allows members to be included in network updates and relevant email correspondence (community events, projects, opportunities)

Heading - RESIGNATION

* Any members wishing to withdraw their membership can do so by notifying the Chair/s.
* Any members wishing to withdraw should seek to organise handover or finalisation of any responsibilities or actions before withdrawal.

Right hand side

ROLES & RESPONSIBILITIES

Full Membership

* Attend scheduled meetings or nominate a suitable proxy.
* Send agenda items/updates for inclusion in the Agenda no later than midday the day prior to the meeting.
* Actively prepare for and participate in meetings through discussion, review of meeting reports, papers and other relevant documents.
* Support open discussion and debate in line with the Network’s Operating Principals, and encourage fellow members to voice their insights.
* Notify the group, as soon as practical, if any matters arise which may affect the delivery of outcomes.
* Share relevant resources, communications and information on behalf of the group as appropriate.
* Notify the group of any known conflicts of interest if/as the arise.

Chair

* Current Chair Billie Stimpson (WWILD, QC)
	+ A rotating roster for Chair duties is to be encouraged, and volunteers electing to act as Chair should be supported to become familiar with the role.
* Finalise the agenda for each meeting with input from the group.
* Ensure members are given reasonable time to consult within their agencies for actions or decisions.
* Alert members to potential risks/issues that could impact outcomes as they arise.
* Facilitate an open, proactive and solutions focused discussion of issues and challenges.

Secretariat

* Liaise with the Chair to confirm the agenda.
* Record attendance, apologies and minutes during meetings.
* Send a meeting and action reminder and draft agenda one week prior to meeting.
* Finalising and sending copies of minutes to all tiers of membership, making explicit any actions for follow-up by the end of the week of the meeting.
* Creating and sending an email invitations to the next meeting.
* Write and easy-read summary of minutes at the top of the document.

MEETINGS

* Initially every 6 weeks after… frequency may be reviewed as needed.
* Community of Practice Sessions will be facilitated within the regular meeting cycles, aiming to be held once in a quarter.

Operation Principles

* Meetings shall operate under the ‘Chatham House Rule’. Members may share information and ideas that may be useful outside the network, but specific names, details or identifying information must remain confidential.
* Meetings will aim to be a safer and more accessible space for LGBTIQ+ community and people with disability, as well as people who are learning about LGBTIQ+ and disability issues and terminology. This will be achieved through:
	+ Privileging and centring the voices and experiences of LGBTQ+ PQD
	+ Network members being responsible for their own learning and acknowledging that burden of education of education that usually lies with community members.
	+ Individuals being aware of defensive reactions where they “called in”, and accepting new knowledge appreciatively.
	+ Resources may be provided by Chair for information around issues and questions that may arise.
	+ “Calling in” to be used as a gentle way to bring an individual’s attention to inappropriate language or assumptions.
* Participation of community members/self-advocates is strongly valued, individuals not attending on behalf of an organisation or in a professional role should be eligible for sitting fees. Funding the provision of sitting fees will be an initial aim for the group.