[Insert organisation name/logo]

**[Insert name of Advisory/Reference/Collaboration Group]**

# TERMS OF REFERENCE [Insert Month and Year]

## Purpose

**[Insert background information and why this meeting/group exists include information on the objectives and outcomes of the group]]**

## Term

**[Insert information on when the group was established and the term of the group/terms of reference]**

## Membership

**[Insert information on the membership of the group and responsibilities including what constitutes a quorum]**

## Reporting Relationship

**[Insert information on any formal reporting relationships]**

## Confidentiality

**[Insert statement on confidentiality for e.g.** Members of the **[insert meeting/group]** are committed to maintaining the privacy and confidentiality of personal and organisational information discussed or shared as part of this collaboration. The information that the **[insert meeting/group]** collects or generates will only be used and shared between **[insert meeting/group]** members and for the purpose of the **[insert meeting/group]** objectives.**]**

## Meetings

**[Insert information on the frequency of meetings, location of meetings and other relevant information]**

## INCLUSIVE LANGUAGE AND PRACTICE

The group consists of people with a range of lived experience, making inclusive communication and practice important for ensuring people feel respected at group meetings. Inclusive practice is also significant for ensuring there is representation of people with a range of work and lived experience in the group.

People with lived experience of using AOD, and accessing AOD services

Check out the ‘[Language Matters’ guide](https://nada.org.au/resources/language-matters/" \t "_blank) by NUAA and NADA for guidance on respectful and non-stigmatising language when talking about people’s experiences consuming, or receiving support for their AOD use.   
  
Efforts should be made to recruit and retain group members who have lived experience accessing AOD services to the group.   
  
Gender inclusive language   
Gender diversity within the group should be encouraged and respected. To be respectful of this diversity, it is best to not assume people’s gender or pronouns.[[1]](#footnote-1)  If you are unsure of someone’s pronouns, feel free to ask them if the context is appropriate, or use that person’s name instead of a pronoun until you can check with them. 

To be respectful of gender diversity in the group, using language such as ‘hello everyone’ to address the group, instead of ‘hello ladies and gentleman’ (or other language that only addressed men and women, and leaves out non-binary people[[2]](#footnote-2)), is a great way of acknowledging gender diverse people. Check out [this guide](https://pronouns.org/inclusivelanguage) my the ‘MyPronouns’ website for more practical examples of how to use gender inclusive language.   
  
Making mistakes   
During the course of allyship work with minoritised communities, mistakes can occur. If a member makes a mistake, this can be addressed by acknowledging their behaviour and the hurt they have caused, apologising and committing to learning more, and doing better, in future.

Other language guides to support group inclusivity  
Further inclusive language guides you might like to check out include:

* [Community Restorative Centre language guide](https://www.crcnsw.org.au/wp-content/uploads/2020/11/CRC-Language-Guide.pdf) (provides language guidance around supporting people who’ve experienced incarceration)
* [PWDA disability language guide](https://pwd.org.au/resources/language-guide/) (advice regarding disability inclusive language)
* Roberts, Z., Carlson, B., O'Sullivan, S., Day, M., Rey, J., Kennedy, T., Bakic, T., & Farrell, A. 2021, [*A guide to writing and speaking about Indigenous People in Australia*](https://researchers.mq.edu.au/en/publications/a-guide-to-writing-and-speaking-about-indigenous-people-in-austra), Macquarie University.
* [Language Guide by TransHub](https://www.transhub.org.au/language#:~:text=of%20all%20genders.-,Terminology,people%20of%20diverse%20gender%20experiences.)

**CONFLICT OF INTEREST**

**[Insert information about how the group would like a conflict of interest to be addressed during group meetings. For example, someone is obligated to identify their relationship with a party/parties, or interest to the group during the relevant meeting. The person with the conflict of interest will be asked to not vote on a matter related to the conflict (if applicable), or sit out of the meeting while the relevant matter is being discussed].**

## Working groups

**[If there are any working groups/subgroups associated with the broader group, include information on them here. Otherwise, remove this section].**

## Amendment, Modification or Variation

**[Insert information on the review schedule or other conditions which allow modification of the terms of reference.]**

1. Pronouns are words we use to refer to someone instead of their name (e.g. they/them/theirs or she/her/hers) [↑](#footnote-ref-1)
2. A non-binary person is someone who is not purely either male or female. Non-binary may be used as an umbrella term that includes a number of more specific identities, for example, ‘gender fluid, trans masculine, trans feminine, agender, bigender etc’ [(TransHub 2021).](https://www.transhub.org.au/language#:~:text=of%20all%20genders.-,Terminology,people%20of%20diverse%20gender%20experiences.)

   [↑](#footnote-ref-2)