

Terms of reference for the SDA Tenant Reference Group

Objective

The objective of the SDA Tenant Reference Group is to provide a way for SDA tenants to discuss matters relating to SDA and have a voice to feed into the policy work of Summer Foundation.

Members of the group freely participate in discussions about the SDA market as residents living in SDA. This participation is not paid and no employment relationship exists by becoming a member of the group.

The tenant group will work on something at each meeting which will be useful to the SDA market.

Responsibilities

The responsibilities of the SDA Tenant Reference Group are:

1. To prepare for meetings based on the agenda that is circulated before the meeting
2. To attend meetings and participate in discussions

Members

Membership of the group will be free and open to people who:

- are currently residing in an SDA dwelling
- wish to participate in a discussion about SDA and the SDA market

Members participate on a voluntary basis and do not receive any remuneration.

In order for an individual to become a member, an application form will need to be completed and submitted to TenantGroup@housinghub.org.au. It will be reviewed and membership confirmed or declined.

Members may resign from the group by writing to the SDA Tenant Reference Group Lead.

Member benefits

Members will receive:

- an invitation to a quarterly meeting of the membership via zoom
- regular email newsletter with updates on SDA
- opportunities to provide input into policy submissions, the Housing Hub and research projects

Meetings

- Meetings will be held quarterly via Zoom
- All members will receive an emailed agenda and any pre reading
- All members are entitled to attend each meeting and participate in discussions
- Meetings will be chaired by the SDA Tenant Group Lead
- Summer Foundation employees may be invited to attend some areas if they have expertise in areas for discussion that can be offered to the group, or if they can support taking the discussions into action

Group Lead

A lead will be appointed within the Housing Hub Social Enterprise and will run the group, undertaking the administration and to chair meetings.

The lead will be a member and meet the above membership criteria.

The lead will be remunerated for their time in leading the group and performing administrative tasks.

Approved: By SF Executive 23 Sep 2020