**Appendix 8: Current Advisory Committees:**

**Employment Advisory Committee – Advisors for Supported Employment in New Zealand**

**Established under Clause 13 of the NZDSN Governance Manual**

**Terms of Reference**

1. **Purpose**

The purpose of the Terms of Reference (TOR) is to provide guidelines for the scope and function of the NZDSN Supported Employment Advisory Committee.

2. **Scope and Function**

* Provide and maintain a high profile for the promotion, establishment and continuing development of supported employment (SE) and Transition from school services for people with disabilities in N.Z including representing SE on behalf of NZDSN as required
* Ensure that information about the latest SE developments, practices and national and international research is available to SE providers and the NZDSN Board
* Advise on issues related to supported employment service provision
* Respond in a timely manner to enquiries regarding SE which may be from an individual, service provider, family/whanau
* Be active in regard to contributing to writing policies, papers and other written information required to ensure that the principles of supported employment are effectively promulgated
* To provide guidance and promotion of the practice guidelines and functional delivery of supported employment
* Ensure SE content is featured in national and regional training and development events
* Linking employment issues with broader issues relating to disabled people
* Communicate to and from the NZDSN Board following each Committee/Board meeting and contribute to newsletter updates
* Foster continued NZDSN membership of SE providers
* Ensure succession planning of the committee members particularly those in designated roles

**Membership**

Membership will be made up of representatives of SE Providers which are full NZDSN members. The members should ideally represent a range of disability providers and represent a national geographic spread.

**Roles**

There will be a Convenor who will Chair meetings. Minutes of meetings will be taken (with assistance from the NZDSN office when available). The Chair will provide written updates to the next Board meeting.

The Chair will be a co-opted NZDSN Board member who will be elected in line with the NZDSN Board terms of office.

The members will participate in the business of the Committee, responding to requests from the Chair or NZDSN in a timely manner.

**Governance**

The Committee and its activities will be governed by the NZDSN Board