**TERMS OF REFERENCE – WORKING GROUP**

**Purpose**

The Queensland Mental Health Week (QMHW) Working Group provides liaison, support and expertise to the development and delivery of QMHW. The group considers and develops new initiatives and partnerships to improve campaign reach and engagement.

The Working Group is chaired by the QMHW Coordinator appointed by the Commission and QMHW Reference Group.

**Role and responsibilities**

To support the promotion and delivery of the QMHW, the Working Group will:

1. Contribute to the development of communication materials and events in alignment with QMHW theme and messaging.
2. Review QMHW marketing and communication plans, and materials, to provide feedback and endorsement. Most materials will be prepared in advance for the Working Group’s consideration.
3. Put forward ideas and proposals to enhance QMHW marketing and communication activities.
4. Share QMHW information and/or materials with their respective audiences.

To support engagement with partners and community members the Working Group will:

1. Be champions for QMHW and engage internally and externally to promote QMHW.
2. Promote participation in the week through registering events, as well as promoting campaign messages.
3. Work with each other to actively participate in campaign activities such as contributing content for social media campaigns where appropriate.

The Working Group is not able to direct the expenditure of Queensland Mental Health Commission funds allocated to QMHW.

**Membership**

Members of the QMHW Working Group are nominated by the Queensland Mental Health Commission and QMWH Reference Group. Membership is comprised of people able to support engagement with diverse groups across Queensland. This includes representatives from government agencies, peak bodies, larger service providers, advocacy groups and people with lived experience and their families and carers.

Membership includes representatives from:

* CheckUP (Chair and secretariat functions)
* Queensland Mental Health Commission
* Queensland Health
* Lived Experience Representative
* Lived Experience Representative – carer focus
* Queensland Alliance for Mental Health
* Canefields Clubhouse
* Open Minds
* Recovered Futures Qld (Richmond Fellowship Qld &Mental Illness Fellowship Queensland)
* Grow
* Mental Awareness Foundation
* MATES in Construction
* Queensland Aboriginal and Islander Health Council (QAIHC)
* Ethnic Communities Council Queensland
* Department of Education
* COTA Queensland
* Department of Workplace Health and Safety/Workcover
* Local Government Association of Qld

Members of the Working Group must be endorsed to represent their respective organisations and contribute to deliberations and coordinate approvals for QMHW.

Participation in the Working Group is voluntary. There is no grant, or funding or other benefit attached to individuals or organisations participating in the Working Group.

**Proxies**

Where a member is not available to attend a meeting, they may send a proxy with relevant content knowledge.

**Invited guests**

Other representatives may be invited to attend specific sessions to provide input or advice into particular events or activities.

**Additional members**

Additional members can be self-nominated or nominated by a member of the Reference or Working Group. Membership of the working group is confirmed by the Queensland Mental Health Commission and QMHW Reference Group. Some nominations may be declined if the Working Group becomes too large. In these instances, the Working Group Chair will liaise with the relevant organisation to determine the best way for ongoing participation (for example, attend a specific session as a special guest, or receive regular email correspondence).

**Meeting schedule**

Working Group members are asked to attend five meetings. Five of the meetings will be held prior to QMHW and one will be held after. The first meeting will take place in February with additional meeting dates to be scheduled.

**Agenda**

The QMHW Coordinator will liaise with members for input into agenda items. A draft agenda will be circulated to members at least one week before the scheduled meeting

**Review:**

These Terms of Reference will be reviewed annually as part of QMHW evaluation.

**Developed: June 2108**

**Revision Date: January 2020**

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| **Update completed** | **Endorsed** |
| 25/1/2019 |  |
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