

Hume Global Learning Village™

Terms of Reference for the Hume Global Learning Village™ Committee & Forum Amended April 2006

Role and purpose of the Hume Global Learning Village™ Forum and the Hume Global Learning Village™ Committee.

The Hume Global Learning Village™ Forum comprises all members of the Hume Global Learning Village™. The Hume Global Learning Village™ Committee represents the Forum and manages the business of the Hume Global Learning Village™.

The Hume Global Learning Village™ Forum (members) work together to improve community and business access and participation in, learning in Hume. The Hume Global Learning Village™ Committee represents members.

Statement of Understanding

The Hume Global Learning Village™ Forum (membership) has established a Statement of Understanding to draw together the common vision that they have for the people of Hume and their Hume Global Learning Village™. This statement serves as their statement of shared values and common purpose and should be considered a companion document to these Terms of Reference.

The Hume Global Learning Village™ Forum, on behalf of all members will review the Statement of Understanding at least once per annum.

Membership of the Global Learning Village™

Organisational members

Membership of the Global Learning Village™ is open to any person or organisation with an interest or role in lifelong learning for the community of Hume. This includes both public and private organisations.

Organisational members adopt the Hume Global Learning Village™ Statement of Understanding as an expression of shared vision and commitment. This is most usually achieved through the consideration and adoption of the Statement of Understanding, by the group / people in the organisation who deal with policy. A form is then completed and sent to Hume City Council to apply for membership.

Organisational membership is open to all learning organisations in Hume, including small businesses such as independent teachers, trainers, tutors and community groups.

Organisational members are known and promoted by Council as “partners in the Hume Global Learning Village™”. They are able to use the Hume Global Learning Village™ logo and receive reduced rates to use the Hume Global Learning Centre™ for programs that benefit groups identified in Council’s Social Justice Charter.

Organisational membership of the Hume Global Learning Village™ is free of charge.

Supporter members

Supporter members, such as students, are also able to receive information from the Hume Global Learning Village™ and participate in projects and networking events.

They complete an application to become a Supporter member and this is considered by the Hume Global Learning Village™ Forum. In the initial stages of the Hume Global Learning Village™, membership will be free.

Activities of the Hume Global Learning Village™

The Hume Global Learning Village™ exists to create a learning culture in Hume and the activities undertaken by the Hume Global Learning Village™ enable the development of the infrastructure to support this learning culture to develop and thrive. Activities include:

- Implementation of the Learning Together Strategy
- Networking opportunities for members.
- Information sharing between members
- Collective initiatives designed to facilitate or support learning opportunities for Hume
- Collective advocacy, resourcing and funding submissions for the Hume Global Learning Village™ members or sub-groups or members
- Advice and expertise to Hume City Council and the General Manager, Learning Community regarding learning community initiatives
- Combined marketing and promotion of members and their programs
- Shared access to professional development, information, study tours, seminars, networking, training and learning opportunities for all members
- Identification of learning gaps, issues, and needs in the community and developing strategies to address them
- Identification and communication of opportunities for the Hume Global Learning Village™ generally or groups with in the Hume Global Learning Village™

Meetings

Meetings of the Hume Global Learning Village™ Forum are quarterly.

Role of Hume City Council

- Gather and disseminate information on member activities, to members and the community
- Promote the Hume Global Learning Village™ and its members
- Provide administrative support to the Hume Global Learning Village™ Committee & Forum
- General Manager, Learning Community is the conduit to Hume City Council and the Hume Global Learning Village™ Advisory Board, assisted by the Chairperson
- Manages and publishes the Hume Global Learning Village™ newsletter and website
- Acts as a member of the Hume Global Learning Village™ in seeking opportunities for collaboration, facilitation and addressing the issue of raising participation in learning across the community.

Hume Global Learning Village™ Roles & Definitions

- **Hume Global Learning Village™ - Advisory Board**

Role: Offers strategic advice to Hume City Council and Hume Global Learning Village™ on issues, trends, policies, research, funding, partnerships and initiatives that can support or facilitate Hume as a learning community.

- **Hume Global Learning Village™ - Executive Committee**

Role: To manage the business of the Hume Global Learning Village™ Committee and Forum and to represent the Hume Global Learning Village™ in external interactions.

- **Hume Global Learning Village™ - Committee**

Role: To oversee the development of the Village. To establish and manage the activities of the Village. To promote the Village ensuring the success of the Village; and ensure the growth of learning in Hume.

- **Hume Global Learning Village™ - Forum**

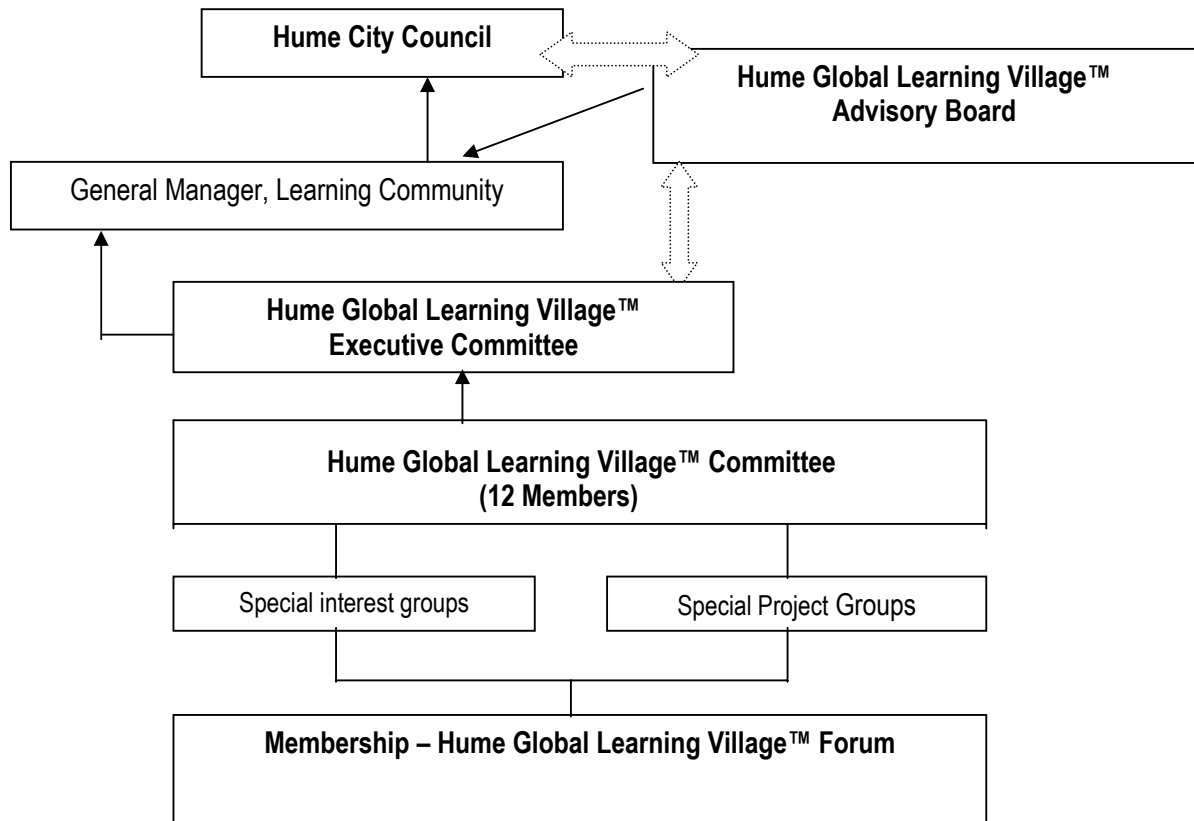
Role: Members of the Hume Global Learning Village™. They participate in Hume Global Learning Village™ activities, partner with others to increase participation in learning; promote learning, the Hume Global Learning Village™ and Hume Global Learning Village™ members; to be the 'enablers' for a learning community in Hume.

Structure of the Hume Global Learning Village™

The Hume Global Learning Village™ is administered through a Hume Global Learning Village™ Committee.

This Committee meets bi-monthly and oversees the implementation of the Learning Together Strategy and the provision of networking, projects, communication, research, and training opportunities for the Hume Global Learning Village™ Forum members.

Relationships of the Hume Global Learning Village™



Hume Global Learning Village™

The Hume Global Learning Village™ Committee will comprise no more than 12 members from the organisations listed below.

Every two years, nominations for the Committee will be called. A member will be nominated from each of the following organisations. These organisations are seen as essential to the success of the Hume Global Learning Village™ and are based in the Hume municipality:

- Hume City Council
- Neighbourhood Houses & Learning Centres
- Primary Schools network
- Secondary Colleges network
- Victoria University
- Kangan Batman TAFE
- Hume Whittlesea LLEN

A general call for nominations from the membership will be made, and the Committee will appoint five additional members from the nominations to represent the following categories:

- Local business
- Local community
- Community support sector
- Other educational institutions

- Youth Networks

The appointed Committee members will then be forwarded to Council for approval at the next ordinary Council meeting if practical.

The Committee has the opportunity to co-opt members, as required.

Committee members serve for a 2-year term and re-nominations are called in May, on alternate years (eg: 2004, 2006).

Executive

At the first meeting of the new Committee, a Chairperson & Deputy Chairperson will be elected.

The Hume Global Learning Village™ Committee Chairperson will attend the Hume Global Learning Village™ Advisory Board meetings and along with the General Manager Learning Community, report back to the Hume Global Learning Village™ Committee and the Hume Global Learning Village™ Forum, on the deliberations of the Advisory Board.

The Offices of Chairperson and Deputy Chairperson are held for a minimum of 2 years.

Reporting

The Hume Global Learning Village™ Committee will report through the General Manager, Learning Community and the Chairperson Hume Global Learning Village™ Committee to the Hume City Council and the Hume Global Learning Village™ Advisory Board on a quarterly basis.

Existing mechanisms, such as Principal's Associations, the North West Neighbourhood House Network and others will be used to disseminate information out to members.

The Hume Global Learning Village™ newsletter, Imagine Explore Discover, and Learning website will be used as communication tools.

Review

The Terms of Reference will be reviewed annually by the Hume Global Learning Village™ Committee and recommendations for changes are presented to the Hume Global Learning Village™ Members Forum.