

Terms of Reference – CSSV Constitution Review and Directions Paper

Introduction

The Council of Catholic Social Services Victoria (CSSV) will conduct a review of the CSSV constitution in consultation with the Archdiocese, Dioceses and member organisations. The Archbishop and Bishops of Victoria have proposed that a 'concept paper' be prepared preceding the review in order to facilitate dialogue between the Archbishop, Bishops and members regarding the future form of CSSV. This process will encompass consideration of options regarding: purpose, governance, functions, structure, relationships and funding.

Aim

The Directions Paper will propose an approach to the desired future for Catholic Social Services Victoria, taking into account the mission of the Church, as expressed by Pope Francis for the poor and marginalised, the current reality of the Church, and the changing conditions of the times. This will inform the drafting of a Constitution to be ratified by the Archbishop and Bishops and adopted by members at the 2021 AGM.

Audience

For the Archbishop, Bishops of Victoria, Members of CSSV, Catholic Religious Leadership

Timeline

See Appendix A for further information and detail

'Directions Paper' Authorship

Fr Frank Brennan SJ

Consultation partners for development of Directions Paper

- Bishops of Victoria
- CSSV Council
- Members of CSSV
- Catholic Religious Leadership
- Other key stakeholders and sector partners

Key conceptual work that should be undertaken by the document

Existential Fundamentals

- What is the place of Catholic social services in the life and mission of the Church in Victoria? What should it be?
- What are the overarching objectives of CSSV?
- How should these be organised in relation to the mission of the Church in Victoria, the priorities of the Archbishop and Bishops, and the priorities of member organisations
- Who benefits from CSSV? What is the nature of this benefit?
- Could these benefits be delivered effectively with a different structure or different organisation?
- What should be the key broad priority areas of focus of CSSV (in general terms: e.g. public policy advocacy; advice to Archbishop and Bishops on social policy issues; connection between Catholic social service agencies with other areas of the church; ensuring Catholic identity/ethos is maintained; formation of agency leaders/workers in Catholic Social Teaching)

Governance

- Who 'owns' CSSV
- Who does the CSSV Council speak for
- What is the appropriate legal form of the CSSV and its Council
- Who does the CSSV Council report to
- How is the Chair appointed
- Who and how are members of Council appointed
- Who can vote at the AGM
- How can diversity be maintained across Council

- What is the role of Episcopal Vicar for Social Services or equivalent in each Diocese in regards to CSSV

Operations

- How can CSSV add value to its members?
- Who should be members? Are the current categories of membership suitable for purpose
- How can CSSV be financially resourced? What is CSSV's sources of funding into the future? What is the basic level of necessary staffing?
- How should CSSV best interact with the Bishops of Victoria?
- How can CSSV be a credible and relevant Catholic voice on matters of social justice?
- How does/should CSSV relate to other parts of the Church – parishes, religious orders, education, health, dioceses, national bodies, etc

Appendix A: CSSV Constitution Review Process 2020-21

Objective	Activities	Date	Who
Proposed Scope of Task	Terms of Reference for the 'Directions Paper' developed and circulated for consideration and endorsement	June 2020	ED to arrange TOR for Directions Paper and circulate to Archbishop, Bishops of Victoria, CSSV Council
Drafting of Directions Paper	<p>Appoint author for the Directions Paper</p> <p>Drafting process of Directions Paper begins — consultation with CSSV Council and Bishops of Victoria</p> <p>Letter regarding Directions Paper and Constitution process to members and stakeholders to be prepared and sent</p> <p>Draft Directions Paper presented for consultation to members, CSSV Council and Archbishop, Bishops, Archdiocese and Dioceses staff, member agencies and other stakeholders</p>	<p>July 2020</p> <p>August 2020</p> <p>September 2020</p>	<p>ED to investigate a lawyer who can write up Constitution based on directions paper</p> <p>ED to prepare letter to members</p> <p>Governance and Finance Committee to oversee consultation</p>
Direct Discussion	<p>Zoom Forum organised for Members, with invitation to Council and Bishops of Victoria to directly discuss CSSV Directions Paper</p> <p>Finalised Discussion Paper circulated to Archbishop, Bishops, Council and Members (31st Oct)</p>	October 2020	<p>ED to distribute Discussion Paper</p> <p>ED to organise forum, with Gov and Finance Committee</p> <p>ED to circulate final Directions Paper</p>
Constitution Consultation Period	<p>Directions Paper and Constitution discussed at Province Meeting (5th Nov)</p> <p>Constitution drafted from Discussion Paper</p> <p>Edits and drafting process of the Constitution, taking in feedback from Members, Council and the Bishops of Victoria</p> <p>Draft Constitution to be ready by end of year</p>	November 2020	<p>Chair to liaise with Archdiocese and senior staff</p> <p>Chair of Governance/ED to liaise with Members</p> <p>CSSV Council to discuss and endorse draft constitution at Special December Meeting</p>
The final draft Constitution	<p>Constitution to be formally:</p> <p>(a) Ratified by the Archbishop and Bishops at their first Province meeting in 2021</p> <p>(b) Ratified by CSSV Council at their first meeting in 2021</p>	Early 2021	ED to organise preparation of paper to accompany Constitution
New CSSV Constitution	New Constitution presented for endorsement by members at 2021 CSSV AGM	April 2021	ED/Chair to organise relevant notifications and circulate within the required notice period for amendments at AGM 2021.