

## Bereavement Care Network Terms of Reference

### Aim and Functions of the Bereavement Care Network (BCN)

The network is state-wide organisation supported by regional community-based group.

The **vision** of the network is that all members of the Tasmanian community are able to access and receive appropriate, compassionate bereavement care when needed. Its **mission** is to value, connect and support both formal and informal providers of bereavement care who live and work in our communities.

It **aims** to improve co-ordination and strengthen partnerships to support the delivery of bereavement care by connecting people; identifying services; and promoting education and support for people involved in bereavement care.

The specific functions of the bereavement care network will be to:

1. Collate and maintain a **directory of services** on a regional and state-wide level. This will include up-to-date information such as the service location, contact details, and service parameters including client restrictions and costs.
2. Manage an accessible **list of members and organisations** comprising the bereavement care network. Inclusion of a description of their background, credentials, expertise and service/s offered will facilitate 'warm' referrals.
3. Provide a listing of relevant educational **resources** that are accessible to formal and informal bereavement care providers.
4. Distribute relevant information on **current news and events**. This may include upcoming forums, workshops, conferences, CPD events, grants, tenders and job opportunities.

### Membership

The network will be open to individual and organisational providers of bereavement care services in Tasmania and to those who provide support services. Members will be required to subscribe to the networks' core values and, in providing bereavement care to clients, observe relevant legal, ethical and professional standards and codes of conduct.

Application for membership will be made to the network administrator and include details of experience, qualifications, nominator or referee/s, a description of services offered and a statement confirming acceptance of the principles and values of the network.

### Governance and organisation

The **BCN Management Group** will guide development and activities of the network. The management group shall include members drawn from each region and initially, will comprise members of the "Bereavement Care Management Working Group". The role of management group will be to:

1. ensure connections are maintained within regions and local communities,
2. determine the ongoing functions and membership of the network.

3. communicate the aims and purpose of the network and to engage with key stakeholders
4. ensure that activities of the network aligns with the values and requirements of its members
5. identify and address any risks that may have major implications for the network.

Over time, It will appoint its own chair and network administrator/s. Management Group meetings will be held as determined by members but normally, no fewer than four times each year. A network administrator will manage the directory, communications and the day-to-day business of the network in close consultation with the management group and regional 'leads'.

#### Communication platform

The network will maintain a dedicated website for members to provide information and resources on bereavement care for health practitioners, community service providers and the general public.

April 2017.