

About Q Shelter

Q Shelter is a broad-based, state-wide, government-funded peak organisation working to lead solutions to housing need and homelessness in Queensland. Stakeholders include community housing providers, homelessness services, academic institutions, other peak bodies, interested individuals, people with lived experience of housing need and homelessness, and broader human services.

Q Shelter is legally constituted as an association. Associations are run by management committees inclusive of a President, Vice-president and Treasurer as office bearers and who must be members of the association. Q Shelter appoints a secretary to ensure the committee is supported in their role. The Secretary also supports compliance with statutory obligations.

The management committee appoints an Executive Director (ED) and the management committee delegates to the ED, the authority and the resources to employ staff, manage and run operations.

Q Shelter's management committee does not get involved in day-to-day operational decisions. Individual committee members with specific expertise or knowledge may, however, be asked to contribute to activities by the President or the ED.

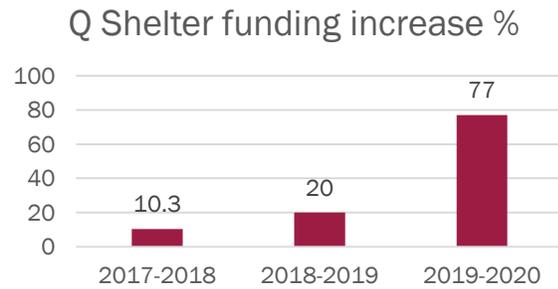
Committee efforts are directed towards the on-going viability and longer-term sustainability of the organisation. These include:

- Management of organisational risk
- Development of organisational policy and broad strategic direction
- Reviewing reports against strategic objectives
- Monitoring statutory requirements and financial oversight
- Appointments of key senior staff and succession planning.

Management committee members are elected for a term of two years and are eligible for re-election at the completion of a term.

Management committee members are covered by Office Bearer's Liability Insurance and Q Shelter maintains comprehensive insurances required as a not-for-profit association.

[Q Shelter's profile on the ACNC website can be accessed at this link](#) inclusive of financial reports. Q Shelter's website is at www.qshelter.asn.au



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Year	Milestone
1987	Concerned individuals start working on joint activities to address homelessness and choose the name Queensland Shelter
1988-1989	Project funding from the Brotherhood of St Laurence to engage around Queensland about needs
1991	Formal government funding as a peak body enables the employment of the first coordinator. Early work to identify and work with regional representatives
1992	Q Shelter holds its first conference in Townsville
1993	Incorporated as an association
Mid-1990s	First three-year funding contract
2008	Moved to Spring Hill premises
2012	Celebrated 25 years
2017	First CEO and Leaders' Forum
2021	Q Shelter funded for four years in addition to four-years funding for a Service Integration Program

Management Committee - Why get involved?



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We started through grass-roots commitment and we are engaged and valued:

- Q Shelter began in 1987 through the efforts of passionate individuals concerned about housing need and homelessness
- Q Shelter has recently secured four-year funding across two main programs allowing the staff team to grow to 20+ people. We have never been stronger!
- We are strategically focussed and we are developing an Impact Measurement Framework to ensure we measure and increase our impact over time.
- Q Shelter has over 4000 subscribers and followers across all platforms
- Q Shelter holds over 250 events each year with an engagement and learning focus, gathering over 4200 attendances.
- Members cite 84% overall satisfaction with Q Shelter's products and services, 86% satisfaction with member benefits and 90% satisfaction with our communications to members and stakeholders.

We strive to influence investment and policy, we innovate and we challenge ourselves to improve:

- Q Shelter provides strategic advice and input to Government and seeks to influence all stakeholders with a role to play in ending homelessness and housing need.
- Q Shelter influenced many aspects of recently announced growth funding for housing and the Queensland Housing and Homelessness Action Plan. We are front-row and front-line in helping the Plan succeed. We are at the table, and we are also independent and courageous in our advice on how things can be better.
- We are more than an industry body for the funded sector. We strive to engage a broad stakeholder group to increase the level of commitment, understanding and concern about the solutions to housing need and homelessness.
- We are innovating to ensure the involvement of people with lived experience of housing need and homelessness.
- We have helped spearhead regionalised service integration initiatives to ensure vulnerable people are assisted when their needs are complex
- We led in opportunities to understand industry and service user needs during COVID-19 and presented detailed reports and advice to Government to ensure the sector was supported and people with lived experience of homelessness and housing need were not left out.
- We have regional engagement structures
- We have a skills-based board capturing industry expertise, private sector capabilities and connections and lived experience of housing need and homelessness.

Management Committee - What is involved?



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Commitments

- The management committee meets five times per year for two hours in February, April, June, August and October
- The meeting day is the third Tuesday of the month from 7.30am-9.30am
- Attendance can be face-to-face or online and reverts to online depending if restrictions are in place.
- Attendance at the Annual General Meeting in November is desirable
- The management committee also meets for one induction session after the AGM in early December and for a Strategy Review in August
- The Treasurer and President meet in alternative months with the ED and Chief Operating Officer to review financial reports
- The management committee reports are provided one week prior to the meeting. Management committee members prepare by reading the reports and preparing to vote. All governance documents are accessible on Share-point
- If management committee members have not done training in governance before, Q Shelter provides free access to an introductory and advanced governance course provided by Board Matters in February and April
- Management committee members commit to a code of conduct
- Management committee members are required to complete a conflict of interest form and disclose and actively manage any conflicts of interest as they emerge.
- Management committee members are asked to complete a skills matrix questionnaire to assist in confirming a balance of skills and to help target future recruitment.

Optional

Management committee members are invited to strategic events such as forums and conferences but attendance is optional

Members may be invited to participate in selection panels for the leadership team subject to the role and their availability.

The Q Shelter Secretary role

This role is a paid role and convenes meetings, oversees the production of the reports, ensures annual reporting to the ACNC and funding bodies and fully documents the minutes of all meetings. The Secretary role is performed by the Chief Operating Officer at Q Shelter and this role deputises for the ED.

Regional management committee members

Q Shelter management committee includes members who are from outside of SEQ. Q Shelter provides online meeting options and also funds attendance at key events and meetings inclusive of travel and accommodation.

Other support for the management committee

Q Shelter has a comprehensive induction manual which is provided to all management committee members.

Q Shelter's annual report

The most recent annual report and video can be accessed at this [link](#) or by scanning this code

