



Blue Mountains Coalition Against Violence & Abuse (CAVA)

formerly CAPIG, PVN and SARP

Guidelines for CAVA Sub-Committees

Sub-committees are an effective way of contributing time and expertise to CAVA profile domestic, family and building and awareness raising campaigns around gender-based violence specifically sexual violence.

CAVA acknowledges that children are also victims/survivors of gender-based violence and recognises discrimination experienced by gender diverse communities.

Even with the best intentions these kinds of activities have the potential to re-traumatise therefore, CAVA events will be underpinned by principles of trauma informed practices and are gender transformative.

Decision Making and Communication

1. Establish aims and theme of the event/project, linking to CAVA terms of reference and priorities and any funding requirements
2. Develop project plan based on the aims, theme and agreed framework, and to develop and plan the:
 - amount of time each member can realistically contribute
 - budget
 - timeframes
 - likely effectiveness based on previous successes or other evidence
 - evaluation planned in advance against the aims
 - a publicity campaign needs to be part of planning
3. Nominate one group member to be a contact person, take responsibility for organising subcommittee meetings and report back to CAVA meetings monthly
4. Establish an email working party list for easy contact between all members.
5. Nominate a minute taker and decide who will send out minutes and agendas
6. Each member to be clear what they can contribute and advise if this changes
7. Ensure that decisions are made by consensus and consult with all subcommittee members, especially if additional input is required or the project plan needs to change
8. Flyers and other publicity to include CAVA logo and acknowledge other partners especially funding sources. If possible bring draft to CAVA meeting.
9. Meet up as a subcommittee following the event to reflect on process and outcomes
10. If conflict arises within subcommittees CAVA will nominate someone to support with advice or mediation if needed