

QIMR Berghofer Medical Research Institute
Community Advisory Group (CAG)
Terms of Reference

Purpose

QIMR Berghofer is committed to imbedding Consumer and Community Involvement (CCI) across the Institute and it's research, wherever practicable. We believe that the meaningful involvement of consumers and community members will improve our research outputs, strengthen the quality of our research findings and enhance its translation.

This aim is aligned with the National Health and Medical Research Council and Consumers' Health Forum of Australia's *Statement on Consumer and Community Participation in Health and Medical Research*.

The purpose of the Community Advisory Group (the CAG) is to:

- provide a consumer and community perspective on the research undertaken at QIMR Berghofer
- provide guidance to research program areas, labs and individual researchers on future directions, initiatives and research
- provide advice to the Council and the Director's Executive Committee on strategic directions and issues affecting the Institute, where requested
- provide feedback on proposed fundraising, marketing and communications initiatives
- monitor and guide the Institute's CCI program.

Membership

The Community Advisory Group will have eleven (11) members, consisting of:

- six (6) consumer or community members
- four (4) research staff (one representing each research Program)^
- Consumer and Community Involvement Lead*

^Research staff here refers to staff with a doctoral award and actively engaged in research.

*The Manager Community Engagement & Events can act as proxy for the Consumer and Community Involvement Lead in the event they become unable to attend at short notice.

The Chair of the CAG will be a consumer or community member. The Chair will be appointed by the membership to serve a term of twelve (12) months. The Chair may be re-appointed at the end of the term at the discretion of the wider membership.

Roles and accountabilities

Consumer or Community member	<ul style="list-style-type: none"> • Have a genuine interest and/or lived experience relating to work conducted at QIMR Berghofer. • Be respectfully curious, open minded and get involved in group interactions. • Take a positive and constructive approach to contributions. • Provide insight into the community perspective. • Prioritise meeting attendance and preparation.
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Research Staff	<ul style="list-style-type: none"> • Be respectfully curious, open minded and get involved in group interactions. • Take a positive and constructive approach to contributions. • Assist consumer or community members with interpretation of research concepts and work to communicate in lay terms wherever possible. • Provide the researcher perspective. • Prioritise meeting attendance and preparation.
Chair	<ul style="list-style-type: none"> • Work with the Consumer and Community Involvement Lead to plan the agenda for each meeting. • Ensuring respectful & equitable participation of all members during meetings. • Monitoring progress of actions out of the meetings. • Deciding, as early as possible, if it is necessary to cancel or postpone a meeting. • Follow the responsibilities and accountabilities listed for a consumer or community member above.
Consumer and Community Involvement Lead (in consultation with the Chair)	<ul style="list-style-type: none"> • Work with the Chair to plan the agenda for each meeting. • Emailing the agenda and related documents to members at least one week prior to each meeting. • Preparing and circulating minutes of the meeting within 14 days of the meeting. • Liaising with other staff and contacts regarding outcomes and actions from the meeting. • Monitoring actions out of meetings. • Follow the responsibilities and accountabilities listed for a research staff member above.

Consumer or community members of the CAG will also be invited to participate voluntarily in other CCI activities of interest (e.g. consumer meet-and-greets, training sessions, project-based opportunities), as well as other Institute events. These members may also be approached to share their lived experience as case studies for relevant QIMR Berghofer media stories.

All members of the CAG will be required to:

- Comply with the Institute's Privacy and Intellectual Property policies.
- Participate in any required inductions.
- Declare any potential conflict of interest.

Method of Appointment

The Consumer and Community Involvement Lead will utilise internal resources and external stakeholder contacts advertise available positions on the CAG to consumers and community members.

Internal communications targeting all staff will be used to advertise available positions for research staff.

New appointments to the group will be conducted by a selection panel consisting of two (2) current CAG members (one (1) consumer and one (1) researcher member), one (1) out of the four (4) Institute Program Directors (or a representative nominated by a Program

Director), and the Consumer and Community Involvement Lead. The panel will be responsible for the selection process following the CAG Membership Selection Criteria.

The selection panel will make a concerted effort to have equal representation of minority groups, including Aboriginal and/or Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disabilities.

The selection panel will make a concerted effort to have a breadth of representation in the four research staff members with regards to career level (early career, mid-career and senior researchers), research area, type of research conducted and sources of funding.

Term of Appointment

Consumer or Community members of the Community Advisory Group will be appointed for a minimum two (2) year term. Members may be re-appointed at the end of a term if voted by the majority of their fellow members

Research Staff members of the Community Advisory Group will be appointed for a minimum one (1) year term. Members may be re-appointed at the end of a term if voted by the majority of their fellow members, for a maximum of four (4) years.

Meeting Terms

The Consumer Advisory Group will meet four times a year on a quarterly basis. The duration of meetings will be no longer than three (3) hours. The meeting times for the year ahead will be determined by the sitting members at the last meeting of the calendar year.

Members must prioritise meeting attendance and are required to attend a minimum of three (3) meetings per calendar year to be considered for re-appointment.

The meeting venue will be determined by the CAG members, and can be rotated for the comfort and convenience of members. Chosen venues must not exceed budgetary allowances. At least one (1) meeting per calendar year must be held at QIMR Berghofer for the convenience of members that are in the employ of QIMR Berghofer. In-person attendance is preferred, but remote attendance will be made available for regional CAG members or on request.

An interpreter will be arranged for meetings where members request this support.

All agenda items must be forwarded to the Consumer and Community Involvement Lead by close of business, three (3) weeks prior to the scheduled meeting date. The agenda and related documents will be distributed by email at least one (1) week prior to the meeting.

Members will not be asked to consider agenda items outside of scheduled meetings.

Quorum

Members must prioritise meeting attendance, and cannot send a proxy* on their behalf (*excluding the Consumer and Community Involvement Lead). A quorum will be reached when at least 8 members are in attendance. The quorum must include the Consumer and Community Lead (or proxy), at least four (4) consumers and at least three (3) research staff members.

In the event that the Chair is unavailable to attend a scheduled meeting, they may nominate a proxy from the existing membership.

Remuneration

Members not employed by QIMR Berghofer will be remunerated following the guidelines in the Institute's *Consumer and Community Involvement (CCI) Remuneration Procedure*. Parking costs to attend meetings will be covered via reserved onsite parking (where meetings are held at QIMR Berghofer) or vouchers to cover parking offsite. Other out of pocket expenses incurred to facilitate meeting attendance will be reimbursed on presentation of receipts.

Members employed by QIMR Berghofer provide their services to the CAG as part of their regular employment.

Reporting

The Community Advisory Group will evaluate and report on its activities annually to the General Manager of Corporate Affairs and Fundraising, who will incorporate this into further activity reporting to the QIMR Berghofer Director and CEO, as well as the Council. Statistics from the report will be made available to the public via the QIMR Berghofer annual report.

Related Documents

- Community Advisory Group (CAG) Membership Selection Criteria
- Consumer and Community Involvement (CCI) Remuneration Procedure

Contact

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Amendment History

Version	Date approved	Approved by/Scope of change	Date due for review