

## **QIMR Berghofer Medical Research Institute**

### **Community Advisory Group (CAG)**

### **Terms of Reference**

#### **Purpose**

QIMR Berghofer is committed to meaningful Consumer and Community Involvement (CCI) wherever practicable at the Institute to enrich outcomes for its medical research work; improving research outputs, strengthening the quality of findings, and enhancing its translation.

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 consist of eleven (11) members:

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

<sup>^</sup>Research staff refers to staff with a doctoral award who are actively engaged in research.

<sup>\*</sup>The Manager Community Engagement & Events, or other staff member delegated by the Manager, will act as proxy for the Consumer and Community Involvement Lead should they be unable to attend a meeting.

Two Co-Chairs will be appointed to share the responsibilities of the Chair role. One of the Co-Chairs must be a consumer or community member, the other must be the Consumer and Community Involvement Lead.

The consumer or community Co-Chair will be appointed by the membership to serve a term of twelve (12) months. The consumer and community Co-Chair can be re-appointed at the end of the term at the discretion of the wider membership. The Consumer and Community Involvement Lead will serve as Co-Chair in perpetuity.

## Roles and accountabilities

Consumer or Community member	<ul style="list-style-type: none"> <li>• Have a genuine interest and/or lived experience relating to medical research work conducted at QIMR Berghofer.</li> <li>• Be respectfully curious, open minded and willing to participate in group interactions.</li> <li>• Take a positive and constructive approach to contributions.</li> <li>• Provide insight into the community perspective.</li> <li>• Prioritise meeting attendance and preparation.</li> </ul>
Research Staff	<ul style="list-style-type: none"> <li>• Be respectfully curious, open minded and willing to participate in group interactions.</li> <li>• Take a positive and constructive approach to contributions.</li> <li>• Assist consumer or community members with interpretation of research concepts and work to communicate in lay terms wherever possible.</li> <li>• Provide the researcher perspective.</li> <li>• Prioritise meeting attendance and preparation.</li> </ul>
Co-Chair (consumer or community member)	<ul style="list-style-type: none"> <li>• Work with the other Co-Chair to plan the agenda for each meeting.</li> <li>• Ensure respectful &amp; equitable participation of all members during meetings.</li> <li>• Monitor the progress of any actions from the meetings.</li> <li>• In consultation with the other Co-Chair, decide if it is necessary to cancel or postpone a meeting.</li> <li>• Follow the responsibilities and accountabilities listed for a consumer or community member above.</li> </ul>
Co-Chair (Consumer and Community Involvement Lead)	<ul style="list-style-type: none"> <li>• Work with the other Co-Chair to plan the agenda for each meeting.</li> <li>• Ensure respectful &amp; equitable participation of all members during meetings.</li> <li>• Email the agenda and related documents to members at least five business days prior to each meeting.</li> <li>• Prepare and circulate minutes of the meeting within 10 business days of the meeting.</li> <li>• Liaise with internal and external stakeholders regarding outcomes and actions from the meeting.</li> <li>• Monitor progress of any actions from meetings.</li> <li>• In consultation with the other Co-Chair, decide if it is necessary to cancel or postpone a meeting.</li> <li>• Follow the responsibilities and accountabilities listed for a research staff member above.</li> </ul>

Consumer or community members of the CAG may also be invited to participate voluntarily in other CCI activities such as consumer meet-and-greets, training sessions, project-based opportunities, and other Institute events. Members may be approached to share their lived experience for relevant QIMR Berghofer media or promotional activities.

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 actual, potential or perceived conflicts of interest.

## **Method of Appointment**

Positions on the CAG will be advertised through selected platforms, as required.

A CAG selection panel will consider applications and recommend appointments to the General Manager Corporate Affairs and Fundraising.

The selection panel will consist 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 endeavour to ensure representation from 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 endeavour to ensure a breadth of representation in researcher appointments, regarding career level (early career, mid-career and senior researchers), research area, type of research conducted, and funding source.

## **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, for a maximum of (6) years.

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.

## **Offer of Appointment**

If selected for appointment by the panel, the Institute will issue a formal Letter of Offer to the applicant, along with a copy of this Terms of Reference and a Consumer and Community Involvement Agreement requiring signature.

## **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.

The meeting schedule, as well as guidelines / deadlines for personnel to submit items for the agenda will be published on the staff intranet or can be requested by contacting the Consumer and Community Involvement Lead.

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

The meeting venue will be at QIMR Berghofer at Herston, unless otherwise approved by the General Manager Corporate Affairs and Fundraising. In-person attendance is preferred, but remote attendance will be made available for regionally-based CAG members or upon 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, ten (10) business days prior to the scheduled meeting date. The agenda and related documents will be distributed by email at least five (5) business days prior to the meeting.

The Consumer Advisory Group will consider items outside of scheduled quarterly meetings by request, where:

- this item is deemed suitable for CAG consideration by the Co-Chairs;
- deadlines do not permit the item to be considered at a scheduled meeting; and
- a reasonable timeframe is provided for CAG members to submit a response.

Items that are considered outside of scheduled quarterly meetings will be recorded as appropriate in the minutes of the subsequent quarterly meeting.

### **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 50% of members are in attendance. The quorum must include the Consumer and Community Lead (or proxy), at least three (3) consumers and at least two (2) research staff members.

In the event a quorum is not met a scheduled meeting may proceed, however, the Consumer and Community Lead must seek feedback from absent members before items can be actioned and/or decisions finalised.

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

Decisions will be by group consensus or majority vote.

### **Remuneration**

Members not employed by QIMR Berghofer will be remunerated following the guidelines in the Institute's *Consumer and Community Involvement Procedure*. Reserved onsite parking will be provided to members when attending CAG meetings, with reimbursement of parking costs only provided in the event that onsite parking is unavailable. Reimbursement of travel and fuel costs will be capped at 100km of travel unless prior approval is received from the General Manager Corporate Affairs and Fundraising. The cost of flights and overnight accommodation will not be reimbursed, unless prior approval is received from the General Manager Corporate Affairs and Fundraising.

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

### **Reporting**

The Consumer and Community Involvement Lead will assist the CAG to record, 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 QIMR Berghofer 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 Procedure*

## Contacts

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## Amendment History

Version	Date approved	Approved by/Scope of change	Date due for review
1	19 February 2024	Final copy approved by Community Advisory Group	January 2025