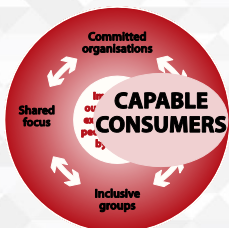


Position Description for Community Advisory Committee member



[Name of organisation]

Position Title:	Community Advisory Committee Member
Accountability:	(organisation's board)
Support:	This is a voluntary position and is supported by the Consumer Participation Coordinator [or organisation's appropriate staff member] Coordinator.

1. [Organisation name]

[Several paragraphs of background information about the organisation, its size, overall budget, number of staff, type of healthcare services delivered, overview of the patient population. Also, a paragraph about the organisation's values, vision or mission would be useful.]

2. [Organisation's] board responsibilities

- To consult with the Community Advisory Committee (CAC) in relation to all major strategic changes to hospital policy or services to the community.
- To implement effective community participation strategies.
- report to the community on the activities of its advisory committee in its annual report

3. Community Advisory Committee members' responsibilities

Key responsibility areas	Details of responsibilities
Participate in meetings	<ul style="list-style-type: none"> • Attend [monthly/bi-monthly] meetings. • Agenda and supporting papers will be sent approximately [one/two] weeks prior to meetings. Members expected to be familiar with the content. • Meetings led by the CAC Chairperson. Chair to meet with the Consumer Participation Coordinator [or organisation's appropriate staff member] before the meeting and develop an agenda which will be distributed to members. • One member to be elected by the group as Chairperson for the term of twelve months.
Training, workshops & conferences	<ul style="list-style-type: none"> • Attend orientation to [organisation], provided at the commencement of a membership term. • Assist in the identification of development and training needs in relation to consumer, carer and community participation in [organisation] and make recommendations to the board on how to meet these needs. • Where possible, observe other Community Advisory Committees in action and learn about their activities. • Attend relevant training conferences or workshops. • Report back to the committee when they attend such sessions and contact the Consumer Participation Officer to have their report included on the CAC agenda.
Quality improvement	<ul style="list-style-type: none"> • Participate in the monitoring of key performance indicators for [organisation's] quality improvement. • Participate in the development of [any annual report] for [organisation].
Identify issues	<ul style="list-style-type: none"> • Identify and advise the [organisation's] board on priority areas and issues requiring consumer and community participation.



Key Responsibility Areas	Responsibilities
Communication	<ul style="list-style-type: none"> Facilitate two-way communication between consumer, carer and community groups and the [organisation's] board. Make every effort to remain abreast of health needs of the community. Advise [organisation] on strategies for communicating with the community. Maintain confidentiality and privacy. Chair will provide a report to the board following every Community Advisory Committee Meeting In turn, the board will provide a report at each Community Advisory Committee meeting.
Promote participation	<ul style="list-style-type: none"> Enable participation across the whole health service. Provide a central focus for all strategies and mechanisms for consumer, carer and community participation in [organisation]. Raise awareness of the Community Advisory Committee and its role.
Representing the community	<ul style="list-style-type: none"> Advise the board on behalf of the community, including promotion of greater attention and sensitivity to the needs of disadvantaged, isolated and marginalised consumers and communities. Advise the [organisation's] board on local community issues in relation to health services.
Participation relationships	<ul style="list-style-type: none"> Chief Executive Officer Executive Director [relevant area] Consumer Participation Coordinator members of the Community Advisory Committee members of the [organisation's] board staff of [organisation] members of the community

4. Accountabilities

[The organisation will need to determine who they which the Community Advisory Committee to report to within the organisation. Some organisations place it as a high level committee, accountable to the board. But others elect not to do this.]





5. Qualifications/ skills experience/ competencies

Members should be:

- able to contribute specialist knowledge and expertise by providing consumer, carer and community perspectives
- active community members with strong community networks and a sound understanding of local or regional issues
- able to reflect on and present community issues rather than focusing on personal concerns or individual issues
- able to reflect the perspectives of the communities served by [organisation] and to bring to the Community Advisory Committee knowledge of the opinions and policies of relevant community groups

Members should preferably have some connection to established formal or informal community or consumer networks, although appointment of individual consumers with the capacity to develop such links should also be considered.

Membership of the Community Advisory Committee should emphasise consumers, carers and communities, not health care providers. Applicants who provide or are employed in a health service are not eligible (Health Services Act 1988)

[The organisation] aims to appoint at least one rural member to the Community Advisory Committee.

Members will be eligible for election as Chairperson following 18 months experience on the Committee.

Date Written / Reviewed	
Executive Officer	
Date of appointment	
Review of appointment date	
Membership period	2 years or 3 years
Members Name	
Members Signature	

