



**Continenence  
Foundation  
of Australia**

# Terms of Reference

## Consumer Advisory Committee

The Consumer Advisory Committee (the ‘Committee’) is a sub-committee of the Board of the Continenence Foundation of Australia (“the Foundation”).

The aim of the Committee is to advise the Foundation on strategies to enhance consumer and community engagement and participation. This will be achieved through the following objectives:

- Provide recommendations to the Board to inform consumer engagement strategies and approaches to engage consumers more broadly
- Support broad engagement with consumers and consumer representative bodies to ensure their views are reflected in discussions and recommendations
- Identify and advise the Foundation on priority areas requiring consumer input / participation.
- Identify gaps in education and awareness raising initiatives relating to incontinence
- Provide input into the development of education and awareness raising initiatives relating to incontinence.
- Participate in policy and advocacy initiatives coordinated by the Foundation
- Participate in the Foundation’s strategic planning process.

### **Membership**

Committee members are required to have a genuine interest in increasing education and awareness about incontinence and bladder and bowel health. They are also required to uphold the values of the Foundation and possess appropriate skills and experience to discharge their responsibilities.

The Committee will have a maximum of 12 members. Membership will consist of the following:

- a Board Director, who is the Committee Chair; and
- two other Board Directors, at the discretion of the Board.

Remaining membership will consist of 10 members and should endeavour to include, but not be limited to varied expertise in the membership, taking into consideration the following:

- Disability / disability peak body
- Carer / carer’s peak body
- Men’s health / men’s health peak body
- Women’s health / women’s health peak body
- Paediatrics
- Consumer / Consumer peak body
- Indigenous and / or cultural diversity
- LGBTIQ+ community / peak body

## **Term of appointment**

Two (2) years.

Members can reapply for up to two (2) subsequent terms of two (2) years, six (6) years in total with the approval of the Chairperson and Board member/s.

The Board retains the right to remove members of the Committee at its discretion.

Depending on the issues arising, additional members can be appointed for fixed terms as appropriate with the approval of the Chairperson.

## **Application process**

Anyone wishing to join the committee must complete an Expression of Interest (appendix 1) form.

The Chairperson and appointed Board member/s review all applications based on the selection criteria.

All appropriate applicants are ratified for membership at the next available Board meeting. All new members are informed in writing of their appointment by the Chairperson.

## **New applicant support**

All new committee members will be buddied up with an existing committee member as a support person for the first 3 months of tenure if required.

## **Returning members**

All members who are nearing tenure completion will be notified at least two (2) months prior to their two (2) year completion date to express an interest in reapplying. All members who have completed their full six (6) tenure will be notified one (1) month prior to their tenure completion.

If the member decides to re-apply for another two (2) year term, their renewal of tenure will be reviewed by the Committee Chair and Board member/s for approval. If a reapplying member is approved or denied for a further term, the member will be provided one (1) months' notice of the decision.

Succession planning is vital to ensure the committee is active and inclusive so automatic renewal is not necessarily a given and all memberships are based on the requirements of the committee at the particular time of renewal.

## **Exiting members**

All members who wish to leave the committee must give notice at least one (1) month prior to their intention to leave either prior, or at the end of their two (2) year tenure. This is to ensure recruitment processes and quorum requirements can be met. If a member needs to exit the committee earlier than the one (1) month notice period, the Chair can choose to overrule this clause.

## **Selection criteria**

### ***Individuals***

- Commitment to increasing education and awareness about incontinence and bladder and bowel health.
- Experience of living with or caring for someone with incontinence.
- Ability to attend meetings.
- Ability to work as part of a team.
- Ability to recognise and respect the experiences of fellow Committee members.
- Energy and enthusiasm.

## **Representatives**

- Commitment to increasing education and awareness about incontinence and bladder and bowel health.
- The ability to represent a broad constituency.
- Commitment to report back to the representative organization (if applicable) and consult on relevant matters
- Ability to attend meetings.
- Ability to work as part of a team.
- Ability to recognise and respect the experiences of fellow Committee members.
- Energy and enthusiasm.

## **Member responsibility**

Members will be required to:

- Attend a minimum of three meetings per year
- Actively participate in meetings
- Read material between meetings

## **Meetings**

- The Committee shall meet quarterly or as required.
- Meeting dates will be set at the commencement of each financial year.
- Meetings will be conducted face to face or by teleconference.

## **Confidentiality and Privacy**

From time-to-time Committee members may have confidential information made available to them whether orally or written. The information may by its very nature be confidential or be designated by the Foundation to be confidential and will advise members accordingly. Such information is to remain confidential.

## **Conflict of interest**

Members must declare anything in their personal or financial affairs, which if made public, would be of embarrassment to either the Foundation or individual member. The appearance of a conflict of interest is as important as any actual conflict of interest. A conflict of interest, or the appearance of a conflict, is likely to undermine the credibility of the Committee process or recommendations of the Committee. Where a member of the Committee experiences any conflict of interest or perceived conflict of interest it should be immediately declared to the Chair of the Committee. The Chair will advise the Committee accordingly.

## **Addendum**

### **1. Meeting procedures**

- 1.1. Meetings are to be held quarterly, at the discretion of the Chair
- 1.2. The Chair may designate a member of the Committee as interim Chair, in case of absence

1.3. The Secretariat shall distribute the agenda and minutes from the previous meeting at in advance of a scheduled meeting

1.4. The agenda shall include the following items:

1.4.1. Present and apologies

1.4.2. Approval of minutes from the previous meeting

1.4.3. Update from CEO or delegate; and

1.4.4. Action plan and general business decided by Chair and Committee.

1.5. The Committee may invite stakeholders to meetings as guests to participate in discussion; and

1.6. The Committee will be supported by the Foundation as Secretariat.

## **2. Quorum**

The quorum shall be a majority of members.

## **3. Invitees**

The Chief Executive Officer and designated Foundation representative will attend meetings. Other relevant members of the senior management team may attend meetings as requested.

## **4. Chair responsibilities**

4.1. Scheduling meetings and notifying members

4.2. Inviting external stakeholders to attend meetings when required by the Committee

4.3. Guide the meeting in accordance with the agenda and time available

4.4. Ensure discussion items end with a decision, action or defined outcome, a person accountable for the action and a completion timeframe

4.5. Review and approve the draft minutes before distribution

4.6. Report to the Board at the next scheduled Board meeting.

## **5. Secretariat responsibilities**

5.1. Prepare agendas and issue notices for meetings, attaching all necessary documents requiring discussion or comment to the agenda

5.2. Distribute the agenda and papers a minimum of 3 business days prior to the meeting

5.3. Take notes of proceedings and prepare minutes of the meeting

5.4. Ensure discussion items have a decision, action or defined outcome, a person accountable for the action and a completion timeframe recorded; and

5.5. In consultation with the Chair, distribute draft minutes to Committee members in the week after the meeting to enable members to complete any tasks assigned to them, prior to the next meeting.

## **6. Remuneration**

This is a voluntary appointment. All expenses incurred in travelling to the meetings and during the meetings will be met or reimbursed by the Foundation.