



**Asthma**  
Australia

## **Consumer Advisory Council - Terms of Reference**

### **1. Purpose and objectives**

The Asthma Australia Consumer Advisory Council (CAC) is a formal mechanism to more broadly engage with the community to ensure that the interests of consumers and carers are at the centre of Asthma Australia's planning, communications and processes.

The purpose of the CAC is to support the transition to a consumer-facing organisation to better meet the diverse needs of people with asthma and those who care for them by providing advice, information and guidance to the Board and Management on;

- 1.1. the policies, services and practices essential to support people with asthma and their carers, with particular representation from priority population groups.
- 1.2. the development and delivery of the Asthma Australia consumer engagement strategy.

### **2. Roles and responsibilities**

- 2.1. To assist in shaping the Consumer Engagement Strategy, and regularly reviewing it to ensure it evolves with the maturity of the organisation in relation to consumer engagement practices.
- 2.2. To monitor and provide guidance around the development of processes and culture to embed consumer engagement practices across all aspects of the organization.
- 2.3. To assist in shaping the strategic direction of the organisation through participating in the development, review and revision of the Strategic Plan.
- 2.4. To provide advice on the design, delivery and evaluation of programs and services.
- 2.5. To provide advice on the evolution of the National Research Program framework.
- 2.6. To consult with the broader asthma community and health sector to monitor and stay abreast of relevant trends, issues and opportunities, and to share insights with the Board and Management.
- 2.7. To proactively identify and report to the Board where interests of consumers diverge or require different methods of delivery; particularly where the divergences or differences are regional or socio-economic.
- 2.8. To act as a forum for discussion of consumer matters relevant to Asthma Australia in the various regions in which Asthma Australia operates.
- 2.9. To assist with providing Asthma Australia advice on advocacy and fundraising in the regions in which it operates.
- 2.10. To give advice to the Board and Executive on matters of policy affecting services.

- 2.11. To report to the Board on the Council's deliberations, findings and recommendations; and
- 2.12. To appoint two members of the Appointments Committee as required by clause 30.2c in the Constitution.

### **3. Guiding principles**

- 3.1. Consumers are essential to Asthma Australia achieving its ambition to be a consumer led organisation. The views and experiences of consumers are actively sought out to guide optimal actions to achieve better health outcomes for people with asthma in Australia.
- 3.2. Consumers are integral in building the evidence to inform and shape all aspects of work in order to achieve improved asthma management and improved asthma outcomes for people with asthma in Australia.
- 3.3. Consumers are provided with training and support to optimise their involvement in providing the consumer perspective in reducing the impact of asthma.
- 3.4. Engagement processes are accessible, flexible and designed to support consumers to partner effectively with Asthma Australia.
- 3.5. Consumers are respected and acknowledged for their cultural, social and geographical diversity. Consumers from Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, rural and remote communities and those representing socioeconomic disadvantaged populations are engaged in an appropriate and culturally safe environment.

### **4. Membership composition**

- 4.1. The Committee comprises 12 Consumer Advisory Councillors.

The Committee should represent a spectrum of asthma issues and individuals' experiences (as far as is feasible) including;

- Across the life spectrum; young and old
- Priority population groups; CALD, Aboriginal and Torres Strait Islander, rural and remote
- Vulnerable communities (socioeconomic disadvantage, hard to reach, vulnerable housing)
- Representative of a spectrum of asthma conditions and severity
- Carers for younger child (<12 years) and an older child (12+)
- Gender diversity
- Representative of all jurisdictions across which AA operates (QLD, NSW, VIC, ACT, SA)

- 4.2. A Consumer Advisory Councillor must be a Member.
- 4.3. The CAC will elect a Chair from amongst the Councillors at its first meeting after each AGM.
- 4.4. The CEO must ensure that the CAC is provided with appropriate secretarial services and resources.

## **5. Election and Appointment of Councillors.**

- 5.1. The Board will prescribe rules for the nomination and election of Councillors (see Constitution clause 24).
- 5.2. Although those rules may change from time to time, they will permit Members in each jurisdiction to make nominations but they may also provide for the Board to make additional nominations. The Board may, if it thinks fit, make a public call for expressions of interest before it makes its nominations.

## **6. Terms of Appointment**

- 6.1. Terms of appointment are prescribed by Asthma Australia's Constitution. Each Councillor will be given a copy of the Constitution for reference.
- 6.2. Except for the first CAC, and if a Councillor has reached the total period of service prescribed, the term of each CAC begins at the close of the AGM at which his or her election or appointment is declared, and ends at the close of the third succeeding AGM.
- 6.3. Except if the prescribed term has been reached, a Councillor whose term has expired and retires is eligible for re-election or reappointment
- 6.4. At least one third of Councillors must retire at each AGM following the 2018 AGM. Therefore, if the number of Councillors whose terms will expire at an AGM is less than one third of their total number, the additional retirees required to bring the number up to one third must be chosen by the Directors.
- 6.5. A councillor's total period of service must not exceed three consecutive terms or nine (9) years whichever is the longer
- 6.6. A Councillor who is disqualified from appointment due to the above is eligible for reappointment at the AGM following that at which his or her last term ended.

## **7. Meetings / procedures and support**

- 7.1. The CAC must meet at least three times each year. At least one meeting should be held face to face. Meetings can also be held via teleconference and videoconference.
- 7.2. Each Council should provide an observer participant to the other Council.

7.3. The CAC Secretariat will convene and arrange the Council meetings. A local representative may also be appointed as a second point of contact.

## **8. Circulating resolutions**

8.1. In the absence of a formal meeting, the CAC may use a circular resolution for the provision of advice to the board as outlined in the Constitution.

8.2.

## **9. Reporting**

9.1. The Committee reports to the Board after every CAC meeting

## **10. Review of committee performance**

10.1. The CAC should have a workplan and the performance of the CAC should be reviewed annually, by both the Councillors and the Board, prior to nominations for the AGM.

10.2. The Terms of Reference will be reviewed following each such review and amended as appropriate by the Board.

## **11. Expense reimbursement**

11.1. A Councillor is entitled to be reimbursed for reasonable travel, accommodation and other expenses incurred when travelling to or from CAC meetings, or when engaged on other business for Asthma Australia.