

# Terms of Reference: Community Advisory Group



## 1. NAME

The name is the Community Advisory Group (CAG).

## 2. PURPOSE

Members of this Group will provide a community perspective and input on research priorities and activities for the ANZACT Network. Key tasks for members include the following:

- To review research proposals and protocols
- To consider the relevance of the research questions
- To participate in discussions about research priorities
- To review patient information sheets and consent forms
- To participate in working groups or research teams
- To promote awareness and results of clinical trials to community groups
- To contribute to reports, position papers, etc.

## 3. MEMBERSHIP

The CAG will have up to 12 members, with gender and geographical diversity, and a lived experience as a patient or carer of cardiovascular disease. New members will be required to apply and provide details of their involvement with other community groups, their interest or experience in clinical trials, and why they would like to join this Group.

### *3.1 Eligibility*

Only ANZACT members are eligible for appointment to the Community Advisory Group.

### *3.2 Nominations & Selection*

The opportunity for membership will be promoted through ANZACT members and cardiovascular and other networks, and the roles advertised on the ANZACT website. Selection of members and appointment of a Chair will be by the Executive Team.

## 4. OPERATING PROCEDURES

### *4.1 Reporting*

The Community Advisory Group reports to the Executive Team

### *4.2 Meetings*

The CAG will meet twice per year, either by teleconference or face-to-face. ANZACT will provide teleconferencing facilities, and members are required to have access to email.

### *4.3 Quorum*

Fifty per cent of members constitute a quorum.

#### 4.4 Records

The Agenda will be set by the Committee Chair. The Executive Officer will prepare and distribute meeting papers and Minutes.

#### 4.5 Term of Membership

Members are appointed initially for two years, with the option of re-appointment to a maximum of six years. This flexibility in term will facilitate a staggered turnover to achieve retention of expertise.

#### 4.6 Confidentiality and Conflict of Interest

All ANZACT documents (research or governance) must be treated as **confidential**. CAG members contribute as individuals with a lived (or carer) experience of cardiovascular conditions, and not as representatives of another group or organisation. Any potential conflicts of interest must be declared and the Chair will advise if the member is to withdraw or refrain from participation in discussion or decision-making. CAG members are required to sign a *Confidentiality Agreement*.

### 5 GUIDING PRINCIPLES

- ANZACT recognises that CAG members are volunteers with professional, personal and family commitments
- Costs associated with participation in meetings will be minimised with payment of an honorarium (or payment of travel and accommodation - refer to the Travel Policy for details), and administrative support
- Opportunities to participate (in research activities or training) will be shared, and may be allocated based on location, member interest or experience.
- ANZACT will facilitate peer support for CAG members
- CAG members are encouraged to represent ANZACT at external meetings or activities with approval from the Executive Officer prior to the event taking place, and the use of approved resources.

### 6 ADOPTION AND AMENDMENT

The *Terms of Reference* will be reviewed every three years. Changes shall be approved by the Executive Team.

### 7 VERSION

Version 1: November 2018 (Approved by Executive Team)

March 2020: Reviewed and accepted by Community Advisory Group