

POLICY	THE ESTABLISHMENT AND OPERATION OF ADVOCACY AND EXPERT REFERENCE GROUPS
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Purpose	<p>This policy outlines the process for setting up Advocacy and Expert Reference Groups, their function and how these groups carry out their business.</p>
Background	<p>The Board is committed to involving the community in its activities and decision making.</p> <p>Advocacy and Expert Reference Groups are an essential part of the formal structure linking the community to the Board and its Committees.</p>
Scope	<p>This policy covers Advocacy and Expert Reference Groups.</p> <p>A separate policy covers Action Groups and Community Health Groups.</p>
Function	<p>Advocacy and Expert Reference groups are established under the auspices of the Board's Community Involvement Policy, to provide ongoing advice and expertise to the Board or its Advisory Committees on the health and disability support needs of a significant section of the community.</p> <p>The groups operate according to Terms of Reference agreed by the Board/Committee.</p>
Term	<p>Ongoing tenure as outlined in Terms of Reference or Project Plan.</p>
Composition	<p>Ideally no more than 10 members.</p> <p>Usually a mix of consumers, providers, professionals and advocates and will vary depending on the scope.</p> <p>Composition is determined by Board/Committee.</p>
Representation	<p>While it is recognised that each member brings a particular perspective, once appointed a member is not a representative of, or an advocate for, their particular community of interest. Rather, members would be expected to act in the best interests of the community and the NMDHB.</p>
Appointment Process	<p>Communities of interest and interested individuals are notified of the purpose, scope and composition of the intended advocacy and expert reference group and invited to nominate accordingly.</p> <p>Nominations are to be made in writing on the form supplied by NMDHB.</p> <p>Nominations, once received, are considered by Board Officers and the Committee Chair and a recommended short list of suitable persons compiled.</p> <p>Short list is approved by the Board/Committee. If more persons are short listed than are required for the group, then the communities of interest are invited to provide, in confidence, their preferred candidate/s.</p> <p>Taking account of these preferences, Board Officers and Committee Chair</p>

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recommend appointments to the Board/Committee.

This process covers both the initial establishment of the Groups and any replacement of resigning members.

Chairperson	The Chairperson or facilitator of the group is appointed by the Board/Committee.
Accountability	Members are appointed by the Board/Committee and are accountable to the appointing body.
Support	Provision of reasonable support and guidance to an Advocacy and Expert Reference Group is the responsibility of a named Board Officer.
Remuneration	Group members are reimbursed actual and reasonable expenses according to the current Board policy. Any remuneration or reimbursement is negotiated in advance.

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