

Terms of Reference

1. Introduction

The Melbourne Ageing Research Collaboration (MARC) aims to improve the lives of older people through the rapid translation of research into policy and practice to influence systemic change. MARC is a unique consortium of partners, bringing together health and aged care services, universities, research and advocacy organisations, and the broader community. Our focus is on addressing issues of importance to older people, their carers, health professionals and the wider community, including preventing falls, improving dementia care, promoting healthy ageing and independence and improving the experience for older people at the end of their life.

2. Purpose

The MARC Community Advisory Group (CAG) supports MARC by providing crucial input into the design, and ongoing monitoring of research undertaken by MARC, from a consumer perspective.

The CAG will have opportunities to comment and act as an advisory group with respect to research projects undertaken by MARC.

3. Role and membership of the Community Advisory Group

- **Advisory consultation:** the CAG will be consulted on current research and plans for future research
- **Timelines:** members of the CAG will be provided with sufficient time to give feedback on projects and other items
- **Values:** members of the CAG will be expected to act in the best interests of MARC and to acknowledge MARC's vision

4. Scope and Tasks of Community Advisory Group

Community Advisory Group members will:

- Advise MARC researchers on the views of consumers, carers and, the community to ensure they are recognised and reflected in research design, monitoring and dissemination
- Advocate and champion for the research undertaken within MARC
- Advise MARC on current and future research projects, and
- Represent the diverse needs of the community.

5. Membership

5.1 Members

Members must have an interest in ageing research and it is **preferable that they meet at least one of the following criteria:**

- Firsthand experience with health services
- Supporting or visiting family members accessing health care
- Be active in local community with strong community networks
- Part of a health consumer advocacy group with an interest in ageing, and/or
- *Nominated by a partner organisation.*

5.2 Recruitment

The CAG is a group of approximately 10 older people, who are committed to improving the wellbeing of their peers. CAG members will participate in a variety of ways and will come together at least once a year.

Recruitment will be sought through:

- Partner organisations
- Online advertisements
- Recommendations from peak and advocacy bodies
- Direct approach to individuals with appropriate experience as consumers/carers or community members, and
- Register of interest.

5.3 Appointment

- Applications will be reviewed by MARC, and suitable applicants will be contacted to meet with the Director of MARC, Debra O'Connor
- Members will be appointed for a term of 2 years with the potential for re-engagement for future terms
- Staggered terms will be implemented to ensure continuity and viability of the membership. Outgoing members may be asked to provide mentorship to new members of the group with support of staff members
- The position of Chair will be appointed by the MARC Steering Group and be held for a period of 12 months with eligibility for reappointment
- Payment across the health care sector is minimum \$40 per hour for CAG members, plus travel and parking expenses.

6. Orientation

MARC will provide all CAG members formal orientation.

The orientation will include:

- Introduced to MARC and partner member organisations
- Background information on MARC and NARI
- Background information on current research
- Summary of future research
- Provide an overview of MARC's research goals
- Explain goals for CAG members, and

- Provision of Confidentiality Agreement and expectations.

7. Meetings

- The Community Advisory Group will meet on a 6-monthly bases for the duration of MARC engagement
- The meeting objectives may include feedback on the MARC program direction; design of new MARC projects; review existing MARC projects; and work with researchers to seek solutions to emerging issues
- CAG Members are expected to attend all meetings and must inform the Chair or Secretary if they are unable to attend
- Members will be informed of all meeting dates and changes.

7.1 Chair Responsibilities

- The meeting will be initially chaired by member of the Steering Group or NARI
- Documents to be discussed at the meetings will be circulated via email or post one-week prior to the meetings, and
- The Chair will provide leadership and ensure members adhere to the Terms of Reference.

7.2 Secretary Responsibilities

- Secretarial support will be provided by NARI
- Liaise with the Chair to organise Agenda's and Minutes of meetings
- Ensure meetings remain on time
- Distribute minutes to all members once completed, and
- Confirm attendance and apologies prior to meetings.

7.3 Location

- The meetings will usually be held at the National Ageing Research Institute, Gate 4, 34 - 54 Poplar Road, Parkville, VIC, 3052

8. Confidentiality

During the period of your engagement with MARC or at any time thereafter you are not to disclose to any unauthorised person confidential information relating to the business, staff, or clients of MARC.

These Terms of References have been approved by:

Name: Debra O'Connor

Position: Director, MARC

Date: 30th November 2017

To be reviewed by: 01/07/2018