

# **Consumer Advisory Group**

## **Terms of Reference**

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF AN  
ADVISORY GROUP OF THE RACP BOARD TO BE KNOWN AS THE CONSUMER  
ADVISORY GROUP**

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## **1. INTRODUCTION**

These terms of reference are to be read in conjunction with the Governance of College Bodies By-law. Both the Governance of College Bodies By-law and these terms of reference govern the Consumer Advisory Group.

### **1.1. Established**

Recognising strong evidence supporting the benefits of consumer engagement, the Consumer Advisory Group has been established under the authority of the Board of Directors of The Royal Australasian College of Physicians to perform the functions set out in these terms of reference and all matters ancillary to those functions.

## **2. PURPOSE**

There is strong evidence that patient centred care and consumer engagement contribute to important benefits for patients and carers, physicians, as well as to organisations.

The purpose of the Consumer Advisory Group is to represent the broad views of the community in the work of the College and perform the functions set out in these terms of reference and all matters ancillary to those functions.

## **3. FUNCTIONS**

The functions of the Consumer Advisory Group are to:

- a) provide advice to support effective implementation of strategies to improve consumer engagement and patient centred care across College activities;
- b) provide strategic advice on the integration of patient centred care in the College's professional standards and education approaches; and
- c) provide a central focus in integrating the consumer/carers voice and priorities into policy and advocacy activities at the College.

## **4. MEMBER COMPOSITION**

Membership of the Consumer Advisory Group shall comprise of up to eight (8) members, including:

### **4.1. Appointed Members**

- a) A physician member (to serve as Co-Chair)

### **4.2. Independent Community Members**

- a) Seven (7) consumer representatives (one of which to serve as Co-Chair), to include
  - i. Aboriginal and/or Torres Strait Islander representation; and
  - ii. Māori representation.

### **4.3. Co-opted members**

Co-opted members may be appointed for a particular purpose or term.

## **5. MEETING**

This section is to be read in conjunction with the Governance of College Bodies By-law.

### **5.1. Number of Meetings**

The Consumer Advisory Group shall hold a minimum of four (4) meetings per calendar year and shall meet by teleconference, face to face, or videoconference.

### **5.2. Co-Chair**

There shall be two Co-Chairs of the Consumer Advisory Group. A Co-Chair or their appointee will Chair all meetings.

### 5.3. Quorum

A quorum is one half of the total Consumer Advisory Group membership.

### 5.4. Voting

Decisions will be made by consensus of the majority of members.

### 5.5. Secretariat

Meeting agenda, supporting papers, and minutes or outcomes will be provided prior to the date of the meeting.

## 6. REPORTING

- a) The Consumer Advisory Group must report and make recommendations to the Board as required.
- b) The Consumer Advisory Group is required to provide to the Board each year:
  - i. a new or updated work plan (work plans may be one or two years)
  - ii. a report against the preceding years' work plan.

## 7. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The Diversity Lead Representative Working Group
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
College Body	Has the same meaning as in the College Constitution
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law

## 8. HISTORY

<b>Commencement</b>		
These Terms of Reference were approved by the Board of Directors of The Royal Australasian College of Physicians and commenced on 16 March 2018.		
<b>Subsequent Amendments</b>		
Item	Amendment	Date Approved
1	4.1. increase the maximum membership to eight.	21 July 2018
2	4.2. specify Aboriginal and/or Torres Strait Islander and Māori representation within the composition of the membership.	21 July 2018
3	2.1.4. Direct and oversight the Consumer Representative Reference Group (CRRG) as governed by its terms of reference.	23 September 2019
4	4.4. The Co-Chairs of the Consumer Advisory Group will be appointed by the Board (or delegate). 4.4.1. There will be two Co-Chairs for the Consumer Advisory Group. 4.4.1.1. A consumer Co-Chair 4.4.1.2. A physician Co-Chair.	12 March 2020
5	Terms of reference moved into the new College template provided by the Company Secretary to align with updates to the Governance of College Bodies By-law. Removal of former clause “2.1.4. Direct and oversight the Consumer Representative Reference Group (CRRG) as governed by its terms of reference.”	November 2021
6	Section 2 (Role and Responsibilities) consolidated to section 3 (Functions). Sections 3 (Extent of Authority) and 5 (Duration) removed.	20 May 2022