

Community Advisory Committee: Terms of Reference

At Diabetes Victoria, we value and respect the lived experience of Victorians affected by diabetes. This is central to our work.

Purpose:

The purpose of the Community Advisory Committee (the Committee) is to act as a consultative, collaborative body of people with lived experience of diabetes, providing input on matters relating to Diabetes Victoria's service delivery and program, policy and strategy development on behalf of the Victorian diabetes community.

The Committee operates in an advisory capacity and does not have decision-making authority or delegated powers.

The Committee aims to bring together a group of diverse and passionate advocates who are living with or caring for someone with diabetes and who are connected to the diabetes community. Diabetes Victoria recognises that diversity of membership is essential to the success of the Committee.

The Committee will contribute lived experience advice to the Diabetes Victoria Leadership team on issues important to those living with diabetes. The group will amplify the voices of people living with or affected by diabetes.

Advice provided by the Committee is non-binding and will be considered alongside other organisational, clinical, operational and governance inputs.

Tasks asked of the Committee may include but are not limited to: (All tasks are consultative in nature and do not involve operational delivery, decision-making or employment-like duties.)

- Promoting and advocating for people living with, affected by, or at risk of diabetes.
- Supporting and contributing to implementation of the Diabetes Victoria Strategy 2024-30, and
- Reviewing and providing feedback on proposed initiatives, plans, policies, advocacy and support approaches, and communications, to ensure the needs and preferences of people living with diabetes are considered.

The Committee will also consider any other issues deemed relevant to the Committee's purpose.

Members may be invited to:

- Actively participate in discussions, share their lived experiences and perspectives, and collaborate with the organisation's leaders to enhance the quality and relevance of programs and services.
- Attend by invitation, special events as a representative of people living with diabetes and those engaging with Diabetes Victoria.
- Bring areas of interest and/or concern of the diabetes community to the attention of Diabetes Victoria.

- Where appropriate, provide support to the organisation to present stories of real life with diabetes to the wider community.

Members:

The Committee will consist of up to 12 members with lived experience of diabetes.

Members of the Committee can include:

- People who live with all types of diabetes, including but not limited to, type 1 diabetes, type 2 diabetes, Latent autoimmune diabetes in adults (LADA), Maturity-onset diabetes of the young (MODY), gestational diabetes, pre-diabetes and other types of diabetes.
- Parents of children living with diabetes.
- Families, friends and/or carers of adults living with diabetes.
- People at risk of diabetes within the community.

Members may have previous experience with community advisory committees, governance, advocacy, community engagement, creation of or participation in media campaigns, policy development, and peer support groups.

At the beginning of each calendar year, if there are positions available on the Committee, Diabetes Victoria will advertise applications from potential new members through an expression of interest process. The approval of any new members to the Committee will be considered on a case-by-case basis, with the primary aim of ensuring that the Committee reflects the diversity within the diabetes community in Victoria.

All members are required to abide by all existing Diabetes Victoria policies and procedures and demonstrate support for the mission and values of the organisation. (These documents will be provided to each member upon their introduction to the Committee).

Participation in any activity is voluntary. Members may decline involvement in specific discussions or activities without consequence.

Terms:

Members will serve two-year terms on the Committee. Further terms are possible, subject to a two-way review between the member and the Chair of the Committee.

Members may resign from the Committee at any time by communicating with the Chair and, where possible, providing one month's notice.

If required, members may apply to be granted a long-term absence from the Committee, during which time they will still receive Minutes and Agendas for all meetings.

As all members are subject to the Diabetes Victoria Code of Conduct Policy, grounds for dismissal (if required) will be processed in line with this policy.

Voluntary participation:

Participation on the Community Advisory Committee is voluntary and unpaid. Committee members are not employees, contractors or agents of Diabetes Victoria. Participation does not create an employment, contractor or representative relationship.



Members do not have set hours, performance requirements or ongoing obligations and may step back from participation at any time.

Recognition:

The organisation may from time to time offer modest gift vouchers as a gesture of appreciation for members' contributions.

Additionally, Diabetes Victoria's Employee Assistance Program (EAP) is available to all Diabetes Victoria staff, volunteers and contractors. This service is a confidential counselling service that is a short-term solution focused approach to help enhance overall wellbeing.

Certificates of participation will be provided to each member at the end of each year. For members who wish to do so, photographs and biographies of Committee members will be displayed on our website.

Diabetes Victoria may reimburse reasonable out-of-pocket expenses incurred as a direct result of participation, in line with organisational policy. Expense reimbursement does not constitute payment, wages or remuneration.

Conflicts of interest:

Any member who feels that they are, or may be, in a position of an actual, potential or perceived conflict of interest, must disclose the matter immediately to the Chair who will follow Diabetes Victoria's process regarding conflict/s of interest.

Proxies:

Proxies will not normally be permitted to attend meetings.

Other people with lived experience of diabetes may be seconded to this Committee for defined periods of time, or to lead work on particular issues.

Working groups:

The Committee may, from time to time as required, appoint small working groups to advise on particular matters. Such working groups will have clearly defined Terms of Reference, membership, deliverables and timeframes.

Governance:

The Committee will report to the Executive Sponsor who will report to the Diabetes Victoria Leadership team after each meeting. The Chair, appointed by the Executive Sponsor, will conduct meetings, and administrative support will be provided by Diabetes Victoria.

A summary of any points of interest from Committee meetings will be provided in a report to the Board.

Meetings:

The Committee will meet four to six times per year, via Teams or Zoom meetings unless stated otherwise. Meetings will run for 90 minutes.

Members are expected to advise if they are unable to attend any meeting.

Meeting dates and times will be advised at least four weeks in advance.

Agendas for meetings will be provided one week prior to each meeting and members are welcome to contribute an item to the agenda at any time.

Minutes of each meeting will be provided to all members and attendees within 10 working days of each meeting.

Communication:

Out of session communication will be conducted via email (unless by prior agreement).

Confidentiality and Code of conduct:

As outlined in the Diabetes Victoria Code of Conduct, all staff, contractors and volunteers are expected to '*Uphold our legal duty to preserve the confidentiality of information belonging to Diabetes Victoria and the information gained through our work.*'

As members of the Committee may share personal stories of their own lives with diabetes during meetings, it is essential that confidentiality be observed by all members in attendance.

To maintain the confidentiality of CAC members and Diabetes Victoria we will not be accepting AI note taking applications (like AI Read) into meetings, unless we have had prior notice and the ability to review the application's privacy settings.

Meetings will be recorded by Diabetes Victoria for transcribing of Minutes only. Recordings are deleted after Minutes are completed

Contact:

Contact details for the Chair and administrative support will be provided to all members at the beginning of each year.

Members may contact these staff members at any time to discuss any issue or advise of a matter they would like raised at an upcoming Committee meeting.

Grievance and Complaints process:

In line with Diabetes Victoria's Grievance Handling Policy, any such matter must be outlined in writing and addressed to the Chair in the first instance.

Evaluation of the Committee:

Every two years, all members of the Committee will be asked to contribute their thoughts (via survey or interview) on the previous two years of the Committee. All feedback and opinions are appreciated so that Diabetes Victoria can ensure the continuous improvement and relevance of the Committee for both the members and Diabetes Victoria.