



## Grandcarers SA Advisory Group

### Terms of Reference

#### 1. Purpose

The Grandcarers SA Advisory Group is established to provide lived experience and sector expertise to support the strategic and operational objectives of Grandcarers SA.

The Advisory Group's objective is to provide relevant and appropriate information and advice to the Chief Executive, which supports enhancement of the standards, relevance and needs of Grandcarers SA and support services provided to clients.

The Advisory Group is not a decision making body. Whilst its advice and deliberations will be important and taken into account, Grandcarers SA reserves the right to make decisions which do not follow that advice or deliberations.

#### 2. Accountability

The group reports to the Chief Executive of Grandcarers SA

#### 3. Scope of activities

The Advisory Group will provide or facilitate:

1. Client and community perspectives on Grandcarers SA activities and its support services
2. Links between clients, the community and the leadership of Grandcarers SA
3. Advice and expertise on client and community issues and priorities for advocacy for change
4. Input into evaluation and reports on client and community involvement with Grandcarers SA
5. Feedback on strategic and operational planning relating to client support services

#### 4. Membership

Grandcarers SA is committed to supporting and enabling equal opportunities and involvement for Aboriginal people, people from cultural and linguistically diverse backgrounds and people with disabilities in its membership.

Membership of the Advisory Group will include:

- a) The CEO of Grandcarers SA or delegated Grandcarers SA team member
- b) Client Members - A maximum of six current registered clients of Grandcarers SA
- c) Community Members - A maximum of four representatives with relevant sector expertise.

Members will be chosen to reflect the broadest possible client, cultural, experience and knowledge background as possible.

Any person wishing to become a Client or Community Member should apply directly to the CEO of Grandcarers SA in a manner publicised through the Grandcarers SA newsletter and any other means of communication deemed appropriate.



## 5. Operating Procedures

Advisory Group Chair - the Chair of the Advisory Group will be the CEO of Grandcarers SA or a Grandcarers SA team member delegated by the CEO.

Appointment Term - Client and Community Members will be appointed for a three year term and they may seek re-appointment for a further term.

## 6. Meetings

- a) The advisory group should meet four times a year on a quarterly basis. The duration of meetings should be no longer than two hours
- b) Additional meetings can be arranged by agreement
- c) The date, day and/or time of day of such meetings will be determined by the Group to facilitate attendance by a maximum number of members
- d) Meetings will be face to face in the offices of Grandcarers SA, but virtual meeting facilities will be provided to enable members to avoid travelling where this is preferred
- e) Members may be required to pre-read meeting documents and/or consult with other clients, groups or organisations
- f) Members may also be consulted by the Chair or delegated Grandcarers SA team member on an ad-hoc basis, between meetings if needed.

## 7. Documenting Proceedings

Minutes will be taken and provided to all members within 10 working days of the meeting. The minutes, or an overview of the meetings, may also be provided to the Board of Grandcarers SA .

Grandcarers SA will endeavour to email all documents and resources, relating to Advisory Group meetings, to members at least one week prior to the meeting.

A hard copy of the paperwork will be provided to members at the meeting if needed. Electronic copies will be kept on file by the CEO of Grandcarers SA or his delegate.

## 8. Co-option/Working Groups

The CEO of Grandcarers SA may co-opt additional members as needed beyond the limitations of 4. Membership, or establish working groups including members for specific Grandcarers SA projects.

## 9. Confidentiality

All members must sign and abide by the confidentiality agreement in place at Grandcarers SA.

## 10. Payments

Client and Community Members of the Advisory Group will be offered reimbursement of appropriate car park and/or public transport costs for attending meetings.

Subject to budget limitations, the CEO of Grandcarers SA may authorise a limited honorarium or personal gift to members to acknowledge their contribution and commitment.



## **11. Training**

Advisory Group Members may be expected to attend or access training relevant to their role.

All training fees will be borne by Grandcarers SA and members will be offered reimbursement of appropriate car park and/or public transport costs for attending training.

## **12 Conflict of Interest**

Members are requested to inform the CEO of Grandcarers SA of any potential conflicts of interest associated with their membership of the Advisory Group

## **13 Volunteers and Insurance**

Member of the Advisory Group are not volunteers or staff members of Grandcarers SA.

Volunteers of Grandcarers SA may not join the Advisory Group.

Whilst Advisory Group Members are covered by the Public Liability Insurance of Grandcarers SA, they are not included in the Volunteer Personal Accident or any other volunteer specific insurance.

## **14. On-boarding**

Member of the Advisory Group will:

- Receive an on-boarding session prior to their first meeting attendance. This session is to provide a site induction as well as raising any WHS matters.
- Sign Grandcarers SA documents, including but not limited to:
  - Privacy
  - Confidentiality
  - Organisational Code of Conduct

## **15. Unproductive or disruptive committee members**

In the unlikely event that a member's inaction or behaviour jeopardises the working group or its purpose in any way, Grandcarers SA reserves the right to direct that member to step down and may appoint a new person in that role.

If any member is concerned about the behaviour or inaction of a fellow Advisory Group Member, they should raise a grievance directly to the CEO of Grandcarers SA.