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Authorised by:	Board

COMMUNITY ADVISORY COMMITTEE

1. TERMS OF REFERENCE

The Community Advisory Committee shall:

- 1.1 assist the Board with its communication with the community and consumers;
- 1.2 advise the Board on major strategic issues and initiatives;
- 1.3 advise the Board and Chief Executive on priority areas and issues requiring consumer and community participation, and on matters of community interest or concern, including those of concern to culturally, religiously and linguistically diverse communities;
- 1.4 advise the Board and Chief Executive to ensure that service-wide systems are in place to respond effectively to issues of cultural, religious or linguistic diversity;
- 1.5 monitor and provide advice on strategies to enhance and promote consumer and community participation and cultural responsiveness, including the development, implementation, monitoring and evaluation of a Community Participation Plan and Cultural Responsiveness Plan ;
- 1.6 in consultation with the Quality Committee, review, endorse and monitor the Alfred Health Quality Plan, Quality of Care Report and agreed Quality Indicator Suite;
- 1.7 participate in Alfred Health's strategic planning and service development processes;
- 1.8 advocate to the Board on behalf of the community;
- 1.9 consider any matter referred to it by the Board or Chief Executive.

2. Composition

- 2.1 The Board shall appoint the Community Advisory Committee. The Committee shall comprise:
 - Two Directors.

- Up to 10 individuals from the community who are not members of the staff of Alfred Health or current or recent healthcare providers, for a renewable term of up to two years and for a maximum of 3 terms.
- 2.2 Each year the Board shall appoint a Chair of the Community Advisory Committee from among the members.
- 2.3 The Chair of the Board and the Alfred Health Chief Executive shall have the right of audience and debate at meetings of the Committee.
- 2.4 In Attendance
- A member of the Health Service Executive
 - Manager, Corporate Governance
 - Community Participation Coordinator (Executive Officer)

3. Meetings

- 3.1 The Committee will meet at least six times each year.
- 3.2 By invitation of the Chair, others may attend one or more meetings of the Committee as a resource or in an advisory capacity.
- 3.3 A majority of Committee members shall constitute a quorum.

4. Reporting

The Committee will:

- 4.1 Refer the minutes of all its meetings to the Board;
- 4.2 Submit to the Board all reports or submissions on matters referred to it for advice.

These terms of reference and the membership of the Committee shall be reviewed by the Board at least once each year.