**Community Advisory Committee Information**

Access Health and Community (AccessHC) has established a Board Sub-Committee named Community Advisory Committee. The Committee has between 4 to 6 community members.

The Community Advisory Committee advises the AccessHC Board of Directors on important areas and issues requiring a consumer, carer or community perspective.

Members of community advisory committee contribute specialist knowledge and expertise by providing consumer, carer and community perspectives. Members should be active in the community, with strong community networks and a good understanding of local or regional issues.

Members will need to be able to reflect on and present community issues, rather than focusing on personal concerns or individual issues. Membership of the community advisory committee should include consumers, carers and communities, not health care providers.

**Criteria for selection of Community advisory committee members include**

* Members of the community advisory committee should be able to reflect the perspectives of the communities served by AccessHC and bring to the committee, knowledge of the opinions and policies of relevant community groups
* Members should preferably have some connection to established formal or informal community or consumer networks, although appointment of individual consumers with the capacity to develop such links will also be considered
* The Board will give preference to a person who is not currently or has not recently been employed or engaged in the provision of health services
* A community advisory committee member is appointed as an individual and not as a representative of any organisation.

**Committee Commitments**

The committee will meet between 2-4 times a year in the early evening at an Access Health and Community location. Meetings will last up to 2 hours.

**Recruitment**

A range of strategies will be used to find applicants for the Community Advisory Committee, including seeking recommendations of individuals from peak bodies and other relevant organisations, directly approaching individuals who have appropriate experience as consumers, carers or community members and/or open advertisements.

**Selection**

The Board representative on the Community Advisory Committee together with the CEO recommend to the Board Community Members of the committee. A nomination form, resume and interview will inform the selection. The Board has the final decision on membership.

**Induction**

Once appointed, Community Members will go through an induction process which includes:

* The history of AccessHC
* AccessHC Strategic Plan
* Snapshot of the structure and performance of AccessHC
* AccessHC policies and procedures applying to committee members
* Tour of AccessHC facilities

**AccessHC overarching organisational structure:**

**REVISION HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version** | **Review date** | **Review body** | **Authorisation** | **Effective Date** | **Next Scheduled Review** |
| **1.0** | **20/03/2018** |  | **CEO** | **20/03/2018** | **20/03/2021** |