

# **The Raine Study Community Advisory Committee**

## **TERMS OF REFERENCE**

### **1. Context**

The Raine Study is committed to involving its participants (i.e. the Raine Study community) in the decision making and operational processes of the Raine Study. This will be achieved via the establishment of the Community Advisory Committee.

### **2. Purpose**

The purpose of the Community Advisory Committee is to provide input and a community perspective into Raine Study activities. The committee will provide an important link to researchers from the Raine Study community.

### **3. Roles and functions of the Community Advisory Committee**

The Raine Study Community Advisory Committee will;

- Participate in cohort representative and focus groups
- Provide input on activities particular to the Raine Study
- Provide input into communications plans on projects
- Contribute to ideas for strategies to enhance participant engagement e.g. various promotions
- Identify areas of research that may be important to the Raine Study community
- Provide participant perspectives to future data gathering, projects and science strategies
- Contribute towards identifying the best methods of communicating findings to Raine Study participants and to the general public
- Provide feedback on the relevance, understanding and value of the research
- Provide a “lived experience” perspective on the research
- Contribute to voluntary work activities of the Raine Study
- Review information sheets/brochures/questionnaires/consent forms to be given to participants
- Maintain confidentiality at all times

### **4. General**

#### **4.1 Membership**

The Raine Study Community Advisory Committee shall comprise of:

- i. Gen2 Representative (Chair)
- ii. Administrative Officer (Secretary)
- iii. Participant Engagement Coordinator (Deputy Chair)
- iv. Representatives from various participating generations of the Raine Study cohort

#### **4.2 Chair**

The committee will be chaired by the Gen2 Representative. Meetings will be convened by the Chair and supported by Administration Officer.

### **4.3 Agenda and items**

All agenda items will be forwarded to the Administration Officer 3 weeks prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least 2 weeks prior to the next scheduled meeting.

### **4.4 Minutes**

The minutes of each Community Advisory Committee meeting will be prepared by the Administrative Officer.

Full copies of the minutes, including attachments, will be provided to all Community Advisory Committee members no later than 2 weeks following each meeting.

By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

### **4.5 Frequency of meetings**

The Community Advisory Committee meets once every quarter.

### **4.6 Proxies to meetings**

Members of the Community Advisory Committee will nominate a proxy to attend a meeting if the member is unable to attend. The member will endeavour to brief the proxy items on the agenda prior to the meeting.

The Chair will be informed of the substitution at least five working days prior to the scheduled nominated meeting.

The nominated proxy will provide relevant comments/feedback about the attended meeting to the Community Advisory Committee member they are representing.

### **4.7 Quorum requirements**

A quorum will be half the regular membership plus one.