



TGDICH INITIATIVE CONSUMER ADVISORY COMMITTEE	Approval date:
	Review Date:
	Next Review Due:
TERMS OF REFERENCE	
Authorised by:	

1. Purpose

The Trans and Gender Diverse in Community Health (TGDICH) Consumer Advisory Committee has been established to provide advice on trans and gender diverse health and wellbeing, and inform the design, implementation and evaluation of the TGDICH Health Initiative. This includes advice on models of service delivery, the service environment, clinical practice and TGD training initiatives.

2. Membership

The Consumer Advisory Committee will be comprised of 8-10 people with lived experience as a trans, gender diverse or non-binary person, and who represent a diverse range of backgrounds, as well as regional and metropolitan locations.

Membership of the committee will be determined through an Expression of Interest process, in which applicants will be required to outline:

- Demonstrated understanding of the health and wellbeing issues impacting trans, gender diverse and non-binary communities.
- Demonstrated connection to trans, gender diverse and non-binary communities and/or community groups or organisations.
- A commitment to consulting with and advocating for the needs of the wider trans, gender diverse and non-binary community
- Their ability to commit to regular committee meetings
- Their willingness to uphold the Advisory Committee Code of conduct

2.1. Term of Membership

The term of office for all members will be two years from the date of appointment. Members may be re-appointed for two consecutive terms.

Members of the Consumer Advisory Committee are ineligible for simultaneous membership of the TGDICH Steering Committee.

2.2. Vacancies

In the instance a vacancy on the Consumer Advisory Committee arises, new members will be invited to nominate for the position through an expression of interest process.

2.3. Termination of membership

The Chair of the Consumer Advisory Committee may remove a member if: i) the conduct of the member is deemed detrimental to the proper operation of the Consumer Advisory Committee; or ii) if a member is regularly absent from meetings without having valid reasons.

Members will be notified of the termination of their appointment with four weeks written notice by the Chair, in consultation with the Steering Committee. Members in breach of the code of conduct will be issued with an instant dismissal notice in writing.

3. Responsibilities and Duties

3.1. Chair

The Consumer Advisory Committee will be chaired by the TGDICH Project Manager.

The Chair is responsible for:

- Scheduling meetings, including providing invitations to members and booking venues
- Preparing and distributing meetings agendas, documentation and minutes in a timely manner
- Chairing the Consumer Advisory Committee meetings according to the agenda and timetable
- Facilitating discussion to ensure all members present have a voice and an opportunity to share their perspectives
- Reporting the outcomes of Consumer Advisory Committee meetings to the Steering Committee.
- Ensuring the Terms of Reference are upheld and reviewed as agreed

3.2. Secretariat

A member of the TGDICH Initiative will provide secretariat support for the Consumer Advisory Committee. The Secretariat is responsible for:

- Attending meetings and recording meeting minutes
- Providing administrative support to the Advisory Committee

3.3. All members

All members are responsible for:

- Adhering to the TGDICH Committee Code of Conduct
- Reading and preparing for meetings
- Attending at least 75% of meetings per year
- Contributing to meeting discussions and decisions openly and respectfully
- Disclosing conflicts of interest at each meeting
- Ensuring the Consumer Advisory Committee Terms of Reference are upheld

3.4. Representing the Advisory Committee

Consumer Advisory Committee Members should refer all media queries and public speaking requests regarding the Committee and its work to the Chair in the first instance. Official comments to the media and other speaking engagements should only be undertaken with approval from the Program Manager.

4. Meetings

The Consumer Advisory Committee will meet on a bi-monthly basis at an agreed time and location in Melbourne. Committee members have the option to attend in person or via teleconference.

Unless otherwise agreed by members, the agenda and supporting papers will be distributed to members at least five working days in advance of each meeting.

It is an expectation that members will attend (face-to-face or via phone) a minimum of 75 per cent of all meetings held during the term of the Committee, and that they make a significant contribution to the group. If personal circumstances do not permit attendance please advise the Chair.

5. Conflict of Interest Procedure

Conflicts of interest are to be dealt with in accordance with Your Community Health's Governance Policy in that members with a financial or other interest (perceived or real) in a matter must disclose their interest and abstain from participating in agenda items to which their conflict relates. The Chair has the right to determine whether a member should be excluded from discussions and decisions relating to any matter.

6. Confidentiality

The Consumer Advisory Committee will at times be provided with confidential information relating to the TGDICH Initiative and to the operations of individual organisations. Members may also at times share confidential information relevant to the role of the Committee. Consumer Advisory Committee members agree to take all reasonable steps to ensure such information is treated confidentially. Matters reported as confidential by a member of the Steering Committee will be noted as



“confidential” in the meeting minutes, but full details of the discussion will not be recorded.

7. Grievances

Should a grievance arise, members are encouraged to resolve the matter directly with the person in question in the first instance. If the matter cannot be resolved, the person with the complaint should raise the matter with the Chair who will mediate a resolution with both parties. If the matter cannot be resolved through mediation, the matter will be referred to the Steering Committee.

8. Review

These Terms of Reference will be reviewed annually from the date of establishment of the Consumer Advisory Committee.