

Terms of Reference: Advisory Committee

1. NAME

The name is Advisory Committee

2. COMMITTEE FOCUS

The principal focus of the Advisory Committee is to provide strategic advice and support the activities of PC4.

2.1 Process

Advisory Committee members will participate in scheduled meetings and discussion and liaison with their peers and constituents to provide input and feedback to PC4. The PC4 Office will manage the daily operational functions of PC4 required to achieve the goals and objectives set by the Advisory Committee as documented in the strategic plan.

3. RESPONSIBILITIES

3.1 Service

The Advisory Committee will deliver the following:

- Strategic direction for PC4 activities
- Guidance for the PC4 Strategic Plan
- Guidance for the research priorities of PC4
- Review Annual Business Plan
- Review Annual Communications Plan
- Review PC4 Annual Report
- Participation in workshops and meetings
- Contribute to the sustainability of PC4 by promoting PC4 activities and membership

3.2 Reporting

Advisory Committee members will contribute to Annual Reports, Strategic Plans, Business Plans and other Reports as required by Cancer Australia. Minutes of meetings will be recorded and distributed by the PC4 Office.

4. MEMBERSHIP

Membership of the Advisory Committee will include:

- Director of PC4
- National Manager of PC4
- Scientific Committee Chair
- Joint Community Advisory Group representative
- Additional members (up to a maximum of four)
- Co-opted members as agreed by the Advisory Committee for specific contributions and advice

4.1 Committee Chair

The Advisory Committee Chair is elected by the committee and the term is that of standard membership, 2 years with the option of re-appointment if agreed to by the committee. A description of the role of the Advisory Chair is located [here](#).

5. OPERATING PROCEDURES

5.1 Meetings

The meeting interval is quarterly with a minimum of two meetings, one face-to-face and one teleconference, and any additional meetings as required.

5.2 Quorum

50% of members constitute a quorum.

5.3 Records

The Agenda will be set by the PC4 National Manager and Advisory Committee Chair. The National Manager will liaise with the PC4 Office Team to prepare and distribute the Minutes.

5.4 Term of Membership

Members are appointed initially for two years, with the option of re-appointment. This flexibility in term will accommodate both a staggered turnover of membership and retention of expertise. Committee membership will be reviewed in the last six months of each funding cycle for member participation, and capacity to contribute. Committee members may request a leave of absence for up to one year.

5.5 Conflict of Interest

Advisory Committee members must declare all potential conflicts of interest. The Chair of the Advisory Committee will advise if the member is to refrain from participating in any discussion or decision-making process. Any conflict of interest will be recorded in the Minutes.

6. GUIDING PRINCIPLES

The Advisory Committee will adhere to the following:

- Feedback and/or review of documentation is to be provided within the timeframe requested by the PC4 Office
- Speaker confidentiality may be preserved to promote open discussion
- Resolution of dissenting issues shall be achieved by a vote of members, with the Director having the casting vote in the event of a tie.

7. ADOPTION AND AMENDMENT

These *Terms of Reference* shall be reviewed every three years. Changes shall be approved by the Advisory Committee of PC4.

Updated: 15th August 2018