



Musculoskeletal Australia Consumer Advisory Committee

Terms of Reference

February 2021

1. Background

Consumers are essential to Musculoskeletal Australia (MSK) achieving its mission to be a consumer led organisation. The function of the MSK Consumer Advisory Committee (CAC) is to provide an independent consumer perspective to the MSK Board and management on the strategic direction of the organisation and the development of programs, services and advocacy.

2. Aim

The aim of the MSK CAC is to ensure that the interests of consumers are at the centre of MSK's strategy and programs.

3. Objectives

The objectives of the CAC are to support the MSK Board and management on the strategic direction and future planning of program and services of the organisation where appropriate. Its role will also be to highlight issues in health and research which could be used to inform future or current projects, services or advocacy.

4. Roles and responsibilities

The roles and responsibilities of the CAC are to:

- 4.1 Assist in shaping the strategic direction of the organisation through participating in the development, review and revision of the organisation's strategic plan.
- 4.2 Provide advice on the design, delivery and evaluation of programs and services.
- 4.3 Consult with the broader MSK community and health sector to monitor and stay abreast of relevant trends, issues and opportunities, and to share insights with the Board and management.
- 4.4 Assist with providing MSK advice on advocacy, support and fundraising.
- 4.5 Give advice to the Board and management on matters of policy affecting services.
- 4.6 Report to the Board and management on the CAC's deliberations, findings and recommendations.

5. Membership composition

- 5.1 The CAC composition will include a Chair and up to 12 members.
- 5.2 Members will be at least 18 years of age and will represent a spectrum of musculoskeletal conditions such as arthritis (RA and OA), back pain, gout, ankylosing spondylitis, polymyalgia rheumatica, fibromyalgia and osteoporosis among others.
- 5.3 The CAC will comprise representatives from metropolitan and rural areas and will include people from different states and territories across Australia.

6. Meetings/procedures and support

- 6.1 The CAC will meet at least three times a year. Meetings will be held online or via teleconference as needed.
- 6.2 MSK will provide secretariat support and appropriate resources for the CAC.
- 6.3 If members fail to attend two meetings, without an apology, they will be asked by the Chair to step down as a CAC member.

7 Appointment of CAC members

- 7.1 The CEO of MSK will appoint the CAC Chair (subject to the approval of the Board of MSK). The CAC will appoint a deputy chairperson.
- 7.2 While appointments to the inaugural CAC were by invitation, subsequent members will be appointed via an application and review process coordinated by the CAC Chair and the CEO of MSK.
- 7.3 Membership of the CAC will be reviewed once a year to determine whether additional members are required.

8 Terms of Appointment

- 8.1 The term of a CAC member is two years. This can be extended for a further two terms of one year. Decisions regarding terms of appointment beyond the initial term will be at the discretion of the Chair of the CAC and the CEO of MSK.
- 8.2 The Chairperson will serve for a maximum term of three years (assuming the initial term of two years has been extended by the CEO of MSK in agreement with the Chair of the CAC).

9 Reporting

- 9.1 The Committee will provide a report to the MSK Board and management at least twice a year or at any time reasonably requested by the MSK Board .
- 9.2 The Chair of the CAC will be required to present to the MSK Board at least once a year or at any time reasonably requested by the MSK Board.
- 9.3 The Board from time to time may refer to the CAC regarding matters requiring consumer expertise.

10 Expense reimbursement

- 10.1 A CAC member is entitled to be reimbursed for reasonable travel, accommodation and other expenses incurred when travelling to or from CAC meetings, or when engaged on other approved business for MSK.

11 Review

- 11.1 The efficacy and function of the MSK CAC will be reviewed by the CEO of MSK on an annual basis.
- 11.2 The terms of reference for the MSK CAC will be reviewed by the Chair of the CAC and the CEO of MSK every two years with final approval for any changes to be given by the MSK Board.

Date of last review and endorsement by the MSK Board: September 2020
Further minor revision with endorsement by the MSK Board: February 2021