



## Membership position description

### NACE Consumer Advisory Group (CAG)

<b>Position:</b>	Member, NACE Consumer Advisory Group
<b>Position type:</b>	Consumer representative
<b>Reports to:</b>	Direct - CAG Chair and NACE Director Indirect - NACE Executive and Management Office
<b>Tenure:</b>	Two years from appointment (renewable for a further two-year term)
<b>Key relationships:</b>	CAG members NACE Director NACE Management Office

#### 1. Role of the CAG

The National Allergy Centre of Excellence (NACE) recognises that meaningful consumer involvement provides the opportunity for different lived experiences and perspectives to shape and inform decisions on research activities and projects related to allergy.

The NACE Consumer Advisory Group (CAG) will ensure consumer opinion across the full research and project cycle; including involvement in the setting of priorities, design, implementation, evaluation and reporting; and advocacy.

The Group will hold national representation and will be an active partnership between researchers, health professionals (ie. clinicians, nurses, co-ordinators and allied health) and those affected by or who may benefit from research into allergic disease.

The NACE will work towards having a CAG membership that will consist of individuals from a broad age range (18 and over) and with varied lived experience and knowledge in allergy and research. Where appropriate, the NACE will establish further connections with the youth sector through the National Allergy Council's Allergy 250K Project.

#### 2. Role of the CAG member

The Group will be a formal body of members with varied experience and knowledge, who are considered capable of providing consumer oversight and opinion on research and program activities related to allergic disease.

The responsibilities of the members are:

- To actively participate in CAG meetings, provide independent opinions and advice and contribute to decision making. This includes bringing issues of importance to the attention of the Group for wider discussion. Involvement may include the following:
  - Offering opinion on research and project priorities and the defining of research questions,
  - Providing advice on project and program design, planning and implementation,
  - Identifying outcomes of interest,
  - Improving the content and readability of participation information,
  - Offering viewpoints to ensure a balanced assessment of research related findings,
  - Providing advice on how to make trials more attractive to participants, and



- Advocating the role of CAG and the work of the NACE to promote better public awareness and understanding of our research projects and activities.
- To willingly participate in any recommended training, seminars or development activities that will increase knowledge and understanding in the conduct of research. Ongoing education is key to supporting full and active participation in this role.
- To act in the best interests of the NACE and the health care consumers they are appointed to represent; and to perform their roles in good faith, honestly and impartially. To think broadly and be conscious of considering a diversity of consumer needs and interests that might differ or extend beyond their own.
- To respect and maintain confidentiality when reviewing documentation and on the matters discussed within the CAG.
- To make every reasonable effort to attend scheduled meetings and to have reviewed the relevant documentation or materials for discussion.
- To make timely responses to correspondence and requests for opinion, to avoid delays in the progression of priority matters for action.
- To declare any existing or new potential conflicts of interest as soon it arises, including any involvement with companies or political parties.
- To not use any NACE contacts for the benefit of their own personal or organisational gain without prior disclosure or discussion with the Chair.

### 3. Term of appointment

Members of the CAG will be appointed for a two-year term.

Members may be re-appointed at the end of their tenure for one extra two-year term. After two terms, the member is no longer eligible for re-appointment.

A six-month review period will be in place for each appointment. At six-months post-appointment, the CAG member will meet with the Chair to discuss the role, their experience and any supports required.

### 4. Meetings

The CAG meetings will be held by teleconference (using MS Teams) every three months or four times a year. There may be occasions where members will be invited to attend in person, but this will be atypical and associated expenses would be covered – refer to the *Remuneration for NACE consumer members* document.

The Chair may elect to schedule additional meetings or alter meeting dates and their frequency to address any matters that may arise and need discussion.

Members are expected to make every reasonable effort to attend these scheduled meetings and to be prepared having read circulated documents. It is expected that members will be active contributors to the items listed for discussion.

### 5. Confidentiality

Members must respect and uphold the confidentiality requested of them by the NACE Executive, and the researchers involved.

New members must sign a written confidentiality agreement on their appointment. A new agreement must be entered into if a member is appointed for another two-year term.



## 6. Conflict of interest

Members of the Group will need to sign the '*Disclosure of interests and conflict of interests form*'.

Any potential new conflict that arises must be declared at the earliest opportunity.

A summary of conflicts of interest will be included in the agenda at the start of each CAG meeting.

## 7. Reporting

The CAG will report to the NACE Executive via the NACE Director. The NACE Management Office will share the responsibility for providing operational support to the CAG as appropriate.

If a member needs to discuss a matter outside of the formal CAG meeting, they can consult with the Chair or members of the NACE Management Office.

## 8. Remuneration

Members of the Group will be entitled to sitting fees where appropriate and reimbursement for the performance of specific tasks such as speaking engagements and research/education documentation reviews. Reasonable travel and personal expenses that may be incurred due to their involvement on the CAG will be covered – refer to the *Remuneration for NACE consumer members* document.

The consumer sitting fees and hourly rate is provided in the following document: *NACE Cost model for consumer sitting fees and hourly rate*.

## 9. Acknowledgement

The involvement of the Group will be acknowledged where they have been consulted to offer opinions and advice. This acknowledgement may include papers, reports, media activity or as part of presentations.

**I confirm that I have read and understand my role and responsibilities as an appointed member of the NACE Consumer Advisory Group.**

\_\_\_\_\_  
Signature NACE CAG Member

\_\_\_\_\_  
NACE Director

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

Date \_\_\_\_\_

Date \_\_\_\_\_