



ROLE DESCRIPTION

NDCH COMMUNITY REFERENCE GROUP MEMBER

Role Title

Community Reference Group (CRG) member

Who can apply?

- Current and former clients of Northern District Community Health (NDCH) services (clients include service users, family or carers)
- General community members who live, work and play in the NDCH service area or have a significant connection with the community

Selection Criteria

- Genuine interest in NDCH
- CRG members must live, work or learn in the NDCH service area or have a significant connection with the community
- Confident to speak up in a group and at meetings
- Ability to work constructively with CRG members and NDCH staff
- Knowledge of the NDCH service area community and surrounding districts

Commitment

- Commit to quarterly meetings for a minimum of two years
- Participate in an Orientation & Training Program
- Adhere to NDCH policies and procedures and the Terms of Reference for the CRG
- To attend the NDCH AGM

Role of the Individual reference group member

- Make sure you contribute at all meetings
- Listen to others
- Think creatively and constructively to solve a problem
- *Members bring their experience, knowledge, perspectives and connections to their role, but do not represent any community or organisations to which they are connected.*

Support for members of the Committee

- Minutes and agenda will be prepared and distributed by NDCH staff
- Venue and refreshments will be organised by NDCH staff
- Orientation and training will be organised by NDCH
- Interpreters and other supports will be arranged on request

Reimbursement

This is a voluntary committee however NDCH is committed to maximising opportunities and reducing barriers to participants in the planning, development and evaluation of its services. NDCH will provide a small stipend as a sitting fee to cover out of pocket expenses that are associated with participation in your role as CRG member

Payment and reimbursement arrangements will be explained to participants and discussed as part of their engagement with NDCH.



Application and selection process

New members are recruited every two years between following the AGM and completed by March. People who are interested in joining the CRG need to read the CRG Role Description and submit an expression of interest through the NDCH Customer Engagement Team. Expressions of Interest will be reviewed by the CEO and the Chair of the CRG. Applicants may be contacted if additional information is required. All applicants will be notified of the outcome. Successful applicants will be invited to participate in an orientation program prior to joining the CRG.

Meetings

Meetings take place quarterly at NDCH. The meetings will take no longer than two hours. Virtual (zoom) attendance may be provided if required, especially in pandemic conditions when meeting in person may be restricted.

Sub-committee

Sub-committees may be formed for specific purposes and members may nominate to participate. A representative of the sub-committee will be responsible for reporting on sub-committee activities at CRG meetings.

Length of commitment

The tenure of membership is 2 years with optional renewal.

For more information please contact:

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