

NATIONAL CENTRE FOR FARMER HEALTH ADVISORY GROUP

TERMS OF REFERENCE

Updated: February 2018

ROLE OF ADVISORY GROUP:

The role is as a voting member of the National Centre for Farmer Health (NCFH) Advisory Group.

The Advisory Group will support the work of NCFH and provide leadership and strategic governance. While day-to-day operations are led by NCFH Director, the relationship between the Director and the Advisory Group members is a partnership, and the appropriate involvement of the Advisory Group is both critical and expected.

Specific Advisory Group Member responsibilities include:

- Advice and support in the following areas:
 - Strategic planning and direction
 - Exploring opportunities to expand the national and international market for NCFH's services
 - Increasing the profile and engagement with industry bodies
- Serving as a trusted advisor to the Director as they develop and implement the NCFH strategic plan.
- Reviewing outcomes and dashboard scorecards created by NCFH for evaluating its effect, and regularly measuring its performance and effectiveness using those metrics.
- Reviewing agenda and supporting materials prior to meetings.
- Developing a framework of governance and cross sector collaboration for transferability across other states and countries.
- Contributing to evaluations of the NCFH, including an annual performance evaluation of Advisory Group.
- Partnering with the NCFH Director and other Advisory Group members to ensure that Advisory Group resolutions are carried out.
- Serving on sub-committees or task forces and taking on special assignments as may be required.
- Representing NCFH to stakeholders and acting as an ambassador for the organisation.
- Ensuring NCFH meets its commitment to a diverse Advisory Group and staff that reflects the communities the NCFH serves.

MEMBERSHIP:

The National Centre for Farmer Health Advisory Group will comprise of no more than 15 members comprised:

- 2-3 representatives from Western District Health Service.
- 2 representatives from Deakin University
- 3-5 community farmer representatives*
- 3-4 representatives from government departments, industry or agency bodies
- 1 representative having completed the Graduate Certificate in Agricultural Health & Medicine

The Advisory Group may make recommendations regarding the appointment of community farmer representatives or other industry or agency representatives. Such appointments are subject to approval.

*The majority of the community farmer representatives on the Advisory Group will be currently farming.

MEETINGS:

- Meetings will be held quarterly in February, May, August and November. A minimum of four (4) meetings per year shall be held.
- Meetings will be held in Hamilton with video and teleconferencing facilities available. One (1) face to face meeting will be held each year at a location agreed by the Advisory Group Members.
- A quorum shall be a minimum of 50% of members plus one.
- Agendas will be circulated at least five (5) business days prior to the scheduled meetings and will include financial reports (including annual budget) and key documents.
- Items for agenda to be sent to the National Centre for Farmer Health Director (susan.brumby@wdhs.net) at least 14 days prior to scheduled meetings.
- Minutes will be distributed to all Advisory Group Members within ten (10) business days of the meeting.

UNDERTAKING:

In accepting the role, the incumbent agrees to:

- Attend at least three (3) of the NCFH Advisory Group meetings annually.

- Consider NCFH a philanthropic priority.
- Support fundraising activities of the NCFH. This can include, but not be limited to, fun runs, balls and speaking appointments. This is to ensure NCFH can credibly solicit contributions from foundations, organisations and individuals.

VALUES AND BEHAVIOURS:

Candidates need to reflect the values of integrity, innovation, collaboration, accountability, respect and empathy and have a passion for making a difference to farmers' lives. They must also:

- Recognise each other's worth and acknowledge each others contributions both within the advisory group and with our external clients and stakeholders.
- Actively embrace and value the input and collaboration of colleagues.
- Foster a culture of information, knowledge and skill sharing between our respective organisations.
- Support each other to resolve difficulties.
- Communicate in an open and honest manner.
- Give feedback and ask questions in a constructive manner.
- Demonstrate professional behaviours to our colleagues and stakeholders.

TERM:

NCFH Advisory Group Members will serve a four (4) year term and be eligible for re-appointment for one additional term, subject to funding.