



Terms of Reference
Midland Consumer and Carer Work Group
November 2012

Midland Cancer Network overview

The Midland Cancer Network (MCN), comprising Bay of Plenty, Lakes, Tairāwhiti and Waikato districts, is responsible for supporting and advising DHBs and stakeholder organisations about the issues, activities and priorities related to the implementation of the National Cancer Control Programme.

Purpose

The New Zealand Cancer Control Strategy Action Plan 2005-2010 required active involvement of consumer representatives across the cancer control continuum. The Midland Cancer Network values consumer and carer perspectives and has established this group to have input across the network's work programme.

Roles and responsibilities

The Midland Consumer and Carer Work Group will:

- provide advice related to key consumer and carer cancer priorities
- provide a forum to discuss consumer and carer cancer related issues within the Midland Cancer Network area
- provide a consumer and carer perspective into specific projects, work groups and other network activities.

Chair and administration function

Chair: The chair and deputy chair will be appointed by the Network Manager. The chair and deputy chair will rotate biennially and will represent consumers at Midland Cancer Network Executive Group meetings.

Administration: Midland Cancer Network secretariat

Meeting schedule

Frequency: Minimum of quarterly face to face meetings – 1 hour in the early evening

Venue: 198 Pembroke Street, Hamilton

Minutes and agenda

The agenda is available a minimum of one week prior to the meeting including all briefing/background papers to be discussed. If there is a significant briefing paper then a minimum two weeks will be allowed for members to adequately review the document.

The agenda and minutes will be emailed to members and any additional papers will be made available via a log in on the Midland Cancer Network website www.midlandcancernetwork.org.nz.

For those without internet access the agenda and minutes will be made available in hard copy and posted.

Draft minutes will be emailed to members within seven days of the meeting.

Agenda items are sought a minimum of ten days preceding each meeting.

Accountability

The Midland Consumer and Carer Work Group Chair reports to the Network Manager. The Manager will report meeting recommendations and outcomes to the Midland Cancer Network Executive Group and relevant work groups.

The Midland Cancer Network Manager reports to the Chief Operating Officer, Health Waikato who is also chair of the Midland Cancer Network Executive Group.

Membership

Raewyn Calvert	Consumer representative
Milly Brown	Carer representative
Bubsie MacFarlane	Carer representative - Rotorua
Maata McManus	Consumer representative
Jeffrey Morse	Consumer representative

Additional members may be co-opted to ensure input from specific ethnicities, ages, genders and tumour groups as necessary.

A quorum will be half the members of the group plus one.

Decisions will be made by consensus.

Membership should not be delegated unless agreed by the Chair.

Members are expected to declare conflicts of interest should they arise.

Reporting and communication

Minutes of meetings, once approved, will be made available to other staff within the Midland Cancer Network area as requested.

The process for managing any correspondence from the Midland Consumer and Carer Work Group will be directed by the chair.

A summary report of the work of the Midland Consumer and Carer Work Group will be included in the network's annual report.