



## Can you contribute to the collective voice of the Queensland Neuromuscular Community?

Muscular Dystrophy Queensland is seeking enthusiastic community members who are keen to collaborate as a group and use their knowledge and voices to represent Queensland's neuromuscular community and their Carers.

The Community Liaison Group (CLG) will ultimately comprise of 10-12 individuals, who together will serve to provide feedback and advice as required to Muscular Dystrophy Queensland's CEO and board on matters relating to our neuromuscular community.

Specifically, we are seeking individuals who are willing to reflect upon and share their personal lived experiences and knowledge for discussion and consideration within the group, as well as listen to and consider the experiences and voices of others. Then work collaboratively to provide that information to the organisation in a way that will aid strategic and operational decision-making.

If you are keen to nominate, then we would love to hear from you! Please take the time to read the Terms of Reference (TOR), which is then followed by the Expression of Interest (EOI) form and how to nominate for the CLG.

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## Terms of Reference

**Purpose:** The purpose of Muscular Dystrophy Queensland's Community Liaison Group (CLG) is to be the voice of Queensland's neuromuscular community and to provide strategic and operational advice to Muscular Dystrophy Queensland's CEO and board on matters relating to our neuromuscular community.

### *The CLG may be consulted about -*

- New initiatives.
- Strategic Priorities and the Strategic Plan.
- Ongoing operational matters where feedback would aid decision-making communication, survey content, fundraising, education, community connection and fee for-service processes.
- Advocacy activities.
- Regular review of and recommendations for Muscular Dystrophy Queensland's charitable services.
- Understanding current research priorities and making recommendations to the senior staff regarding research studies and clinical trials which need support.

**Proviso:** The Community Liaison Group is a conduit for communication from community members to the board in an advisory capacity. This feedback and communication will be valued, however Muscular Dystrophy Queensland reserves the right to make independent decisions which benefit both the community and the organisation.

## **Muscular Dystrophy Queensland's Community Liaison Group will consist of the following - Membership:**

- Chair of the Committee (elected from within the Group annually)
- 10 - 12 committee members

### **Membership Requirements:**

- Members need to have lived experience of a neuromuscular condition or be the primary carer of a family member living with a neuromuscular condition.
- Members must have the capacity to actively contribute to committee undertakings. This is expected to be a few hours a month.
- Members must be able to effectively work collaboratively with other group members and MDQ staff.

**Selection:** A selection panel, which will include a staff member, a board member, and a GLG community member, will be formed to select CLG Members. Nominations for CLG Membership will occur via multiple processes as follows:

- Response to an Expression of Interest
- Recommendations made by Directors, and staff

### **Decisions will be based upon:**

- Consideration will be given to ensure, where possible, the group's makeup reflects the diversity of the community itself. This would include considering Gender, First Nations and cultural diversity; LGBTIQIA representation; life role and stage, young adult, working person, retired person; people funded under different systems, for example NDIS, aged care, unfunded; regional Queensland represented; multiple conditions; a range of socio-economic and other circumstances.
- Skills and experience of nominees
- Decisions of the selection committee will be final. Tenure will be for a maximum of 3 years following which an entirely new selection process will be undertaken.

**Financial:** Membership will be on a voluntary basis. If pre-approved costs are incurred by members, they will be reimbursed by Muscular Dystrophy Queensland .

Expenditure approval should be provided in writing by an MDQ Director.

**Meetings:** Meetings will be of a maximum of 1.5 hours duration. Respectful collaboration is required during each meeting.

Submissions to the CEO/Board should reflect the views of a minimum of five committee members and advise whether the view on an individual issue reflects consensus agreement or majority agreement. The committee should also advise where advice from the wider community is needed and where consensus or majority agreement cannot be reached.

**Place of meetings:** Via agreed online digital video conferencing facilities.

**Time of meetings:** Meetings will be timed to meet the majority of participants' needs. Where meetings cannot be attended, the Chair will work to accommodate participation in other ways.

**Frequency:** The committee will meet quarterly, with additional meetings scheduled when necessary.

### **The Role of Muscular Dystrophy Queensland in the Community Liaison Group -**

Muscular Dystrophy Queensland's role is to support the committee in its independent deliberations and recommendations.

## **Muscular Dystrophy Queensland's role is NOT to:**

- Participate in decision-making
- Attempt to influence the decisions of the group

## **What MDQ will do:**

### **MDQ General Manager of Community Services -**

#### **Responsibilities:**

- Ensure CLG Committee members have all the information they need to be able to provide informed, meaningful advice.
- Advise what MDQ are seeking advice about and work with the Committee on how best to fulfil this request eg timeframes, scope.
- Provide CLG Responses/Requests to CEO/Board and report back any outcomes.
- Membership maintenance activities.
- Ensure that general administration tasks which cannot be completed by the Committee are completed.
- Resolve disputes which are escalated to the organisation.
- Work with the committee when assessing requests to take on Additional Responsibilities within the Community Liaison Group.

#### **By Assessing:**

- Alignment with stated purpose and priorities
- Other priorities which are being worked on at that time
- Budget limitations
- MDQ operational considerations
- Risk

### **CLG Members -**

**Chair:** The CLG selects a Chair from their group for a 12-month period. The Chair runs the meeting and ensures that each member has equitable input into the business of the meeting. The Chair will ensure advice meets standards around group sign-off and priority. The Chair will liaise directly with the General Manager – Community Services re topics arising from the meetings or between meetings.

**Secretary:** The CLG selects a Secretary from their group for a 12-month period. The Secretary collects and distributes agenda items and writes and distributes minutes of the meeting after their content has been approved by the Chair. Minutes will capture key deliberations, recording options for action and recommendations for the CEO and/or board to endorse or decide upon. Minutes are distributed after each meeting and also circulated prior to each subsequent meeting, with agenda and any relevant papers.

**Substitute Chair/Secretary:** If the Chair or Secretary is an apology for the meeting, the group will choose a substitute for that meeting.

**Community Liaison Group members:** CLG members will seek to represent the entire community in a collaborative and productive manner. They will provide input to the agenda and will contribute in a positive way to the discussions undertaken in meetings.

**NB:** The CLG is not a place for the promotion of personal interests or issues for representing members.

### **The CEO will -**

- Attend relevant meetings (if required)
- In consultation with the General Manager, include a summary report in the monthly CEO report to the Muscular Dystrophy Queensland Board of Directors. Work of the Community Liaison Group.

## Community Liaison Group Expression of Interest

Thank you so much for reading the above terms of reference regarding the Community Liaison Group and for looking to place an expression of interest. Please provide some further information on the specific circumstances which are relevant for your life, within the provided questions, to assist the selection panel. Please note that not all of the questions are obligatory, the types of questions which have been asked, are there to try and identify specific individuals who represent differing parts and elements of the overall community.

**Expression of Interest:** If you are interested in placing an expression of interest, then please complete the form online at [www.mdqld.org.au/communityliaison](http://www.mdqld.org.au/communityliaison)

For any further enquiries contact **Penelope Hodge** on **(07) 3243 9700** or email: [PenelopeH@mdqld.org.au](mailto:PenelopeH@mdqld.org.au)

We're stronger **together**  
[mdqld.org.au](http://mdqld.org.au)