



Position Description Number:

PD.VOL.004

Department:

Volunteers

Form Name:

Volunteer – Consumer Advisory Committee Member

POSITION DETAILS

Position Title: Alexandra District Health Community Advisory Committee Member (CAC)
Employment Status: Volunteer
Reports to: Board of Directors

The Consumer Advisory Committee is a strategic advisory committee to the Alexandra District Health Board. The Committee aims to improve consumer, carer and community participation in service planning and operations at Alexandra District Health.

KEY ACCOUNTABILITIES

Consumer Advisory Committee Members undertake the following duties:

- Provide advice to the Board on community participation and inclusion of consumer, carer, and community views into all levels of health service operations, planning and policies.
- Advocate to the Board on behalf of the community, consumers and carers.
- Advise the Board on priorities and issues requiring consumer, carer and community participation.
- Provide input into the development of the Strategic Plan, Cultural Diversity Plan, annual Quality of Care Report and consumer publications.
- Consider matters referred by the Board or the CEO/DON.
- Assist the Board and Executive in communication and engagement with the consumers and community.
- Assist with the development of information for consumers and the community.

KEY REQUIREMENTS

1. Provide specialist knowledge and expertise as a consumer, carer, community member or professional.
2. Demonstrate understanding of the local community and local health issues.
3. Be an active member of the local community with a strong community network.
4. Reflect community issues at a strategic level for broader community benefit, rather than individual/personal issues.
5. Have strong communication skills
6. Ability to interact and discuss matters with staff, CAC members, Board and community members.
7. Demonstrate qualities including: Integrity, honesty, respect of other views, objectivity, strategic thinking, leadership, being inclusive.

KEY RELATIONSHIPS

1. CAC Members
2. Board
3. Alexandra District Health Staff and Executive
4. Community

OTHER INFORMATION

