

## Board Advocacy Sub Committee

# TERMS OF REFERENCE

<b>Establishment Date</b>	May 2020
<b>Chairperson</b>	Chris Keyes, Deputy CEO, NADA
<b>Updates to</b>	NADA Board
<b>Terms of Office</b>	2 Years
<b>Secretariat</b>	Joanna Murphy, NADA
<b>Next Review</b>	September 2022
<b>Review Process</b>	The NADA Advocacy Sub-Committee will review the TOR on initial convening and then on an annual basis.

### Rationale

Advocacy is a core process of all publicly funded NGOs and peak bodies in particular. NADA's formal advocacy role has largely focused on systemic sector advocacy through formal representation of NADA in all appropriate committees, councils and meetings in the Alcohol and other Drugs (AOD) sector and more widely within the health sector. NADA is an active and well represented organisation in all such formal processes. We have also maintained a network of advocacy relationships with senior bureaucrats at state and federal levels; Ministers and staff at state and federal levels; cross sector peak at state and federal levels; research organisations; and a wide range of partner organisations in the AOD, mental health and broader health sector. NADA also advocates on behalf of its members and the AOD sector more broadly through its public submissions to all state and federal AOD government review and inquiry processes.

### Purpose

The primary function of the Advocacy Sub-committee is to focus on NADA's external communications and media management role in relation to government policy and related AOD issues.

### Responsibilities and functions

Committee members will be responsible for:

- Providing advice to the NADA Board of Directors on the range and scope of advocacy activities and make recommendations in relation to our advocacy priorities, processes and activities.

- Acting as a forum for determining appropriate advocacy responses to issues relating to AOD that arise in the public domain.
- Making recommendations on the messenger (e.g. member, Board president, CEO), content and delivery mechanism of public advocacy messaging by NADA.
- Reviewing annual member feedback on NADA communications and make recommendations to the NADA Board.
- Oversee development of prepared NADA positions, submissions and message statements on key AOD issues and policies as identified by the Advocacy Sub-committee.

It is expected that all members will work together in a collaborative, respectful and collegiate way.

### **Meeting frequency**

The committee will meet formally approximately every 2 months (at least 4 times per year). However, will also meet through teleconference or via email as public advocacy issues arise.

### **Quorum**

A quorum is required for all meetings representing 50% of the membership plus one.

### **Decision making**

Decisions will be reached by consensus. If this is not possible, then at least a two thirds majority agreement of meeting attendees is required—at the discretion of the Chair.

### **Privacy and confidentiality**

Where discussions and/or information are tabled at a meeting that are of a sensitive nature they will be held in the strictest confidence—Chatham House Rules will apply.

### **Conflict of interest**

It is the responsibility of all committee members to make any conflict of interest known to the Chair. Where a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, the committee member may be excused from discussions and deliberations on the issue.

### **NADA's responsibilities**

NADA has responsibility for providing secretariat support, communication and coordination of activities.

### **Reporting relationships**

An update of activity will be provided to the NADA Board as a standard agenda item.

### **Method of evaluation**

Annual review of Terms of Reference and committee outputs.

## Membership

The membership will be made up of key NADA staff, two (2) Board representatives and two (2) NADA Practice Leadership Group (NPLG) representatives.

The committee may also seek feedback from other board, NPLG, or other NADA members based on the service type or population they represent, or skills and experience in a particular content area.

## Current members

Name	Position	Organisation	Email
<b>Michele Campbell</b>	NPLG member	Lives Lived Well	<a href="mailto:michele.campbell@liveslivedwell.org.au">michele.campbell@liveslivedwell.org.au</a>
<b>Danielle Breeze</b>	NPLG member	Kedesh	<a href="mailto:danielle.b@kedesh.com.au">danielle.b@kedesh.com.au</a>
<b>Mary Harrod</b>	Partner	NUAA	<a href="mailto:maryh@nuaa.org.au">maryh@nuaa.org.au</a>
<b>Gerard Byrne</b>	Board member	WHOs	<a href="mailto:gerard.byrne@whos.com.au">gerard.byrne@whos.com.au</a>
<b>Norm Henderson</b>	Board member	Weigelli Aboriginal Corporation	<a href="mailto:normhenderson6@bigpond.com">normhenderson6@bigpond.com</a>
<b>Robert Stirling</b>	CEO	NADA	<a href="mailto:robert@nada.org.au">robert@nada.org.au</a>
<b>Chris Keyes</b>	Deputy CEO (Chair)	NADA	<a href="mailto:chris@nada.org.au">chris@nada.org.au</a>
<b>Sharon Lee</b>	Communications Officer	NADA	<a href="mailto:sharon@nada.org.au">sharon@nada.org.au</a>
<b>Liz Gal</b>	Consumer Advisory Group Member	Independent	
<b>Kevin Street</b>	Consumer Advisory Group Member	Independent	
<b>Anthony Russell</b>	Consumer Advisory Group Member	Independent	
<b>Joanna Murphy</b>	Administration Officer (Secretariat)	NADA	<a href="mailto:joanna@nada.org.au">joanna@nada.org.au</a>

## Term

To allow for continuity and new participation, members will be engaged for a 2-year term, with a request for confirmation of continued involvement at 18 months. Expressions of interest for new members will be requested through the NADA board and NPLG.

**Consultation with members related to specific areas**

Area	Group/network	Member
Aboriginal health	ADARRN	
AOD policy	NADA Board	
Children	Women’s Network	Holyoake
Criminal Justice	MERIT funded members	Community Restorative Centre
Family support		Family Drug Support
Homelessness		Haymarket Foundation, The Station, Lou’s Place, WAGEC
LGBTI health	Gender and Sexuality Diverse Network	ACON Health, Gender Centre
OTP		WHOS, The Buttery, St Vincent’s Hospital, NUAA, Phoebe House
Rural health	Rural member list	
Therapeutic approaches	Practice Leadership Group	
Women’s health	Women’s Network	
Youth health	Youth Network	