

Board Advocacy Sub Committee

TERMS OF REFERENCE

Establishment Date	May 2020
Chairperson	Chris Keyes, Deputy CEO, NADA
Updates to	NADA Board
Terms of Office	2 Years
Secretariat	Joanna Murphy, NADA
Next Review	November 2024
Review Process	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 have also maintained a network of advocacy relationships with senior bureaucrats, Ministers and cross sector peaks at the state and federal level; research organisations; and a wide range of partner organisations in the AOD, mental health and broader health sector. NADA advocates on behalf of its members and the AOD sector more broadly through its public submissions to state and federal AOD government review and inquiry processes.

Purpose

The primary function of the Advocacy Sub-committee is to advise and inform NADA's external communications and media management 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 that NADA engage in and make recommendations in relation to NADA 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 aim meet formally 4 times per year approximately every 3 months. However, may also meet ad hoc outside of planned meetings, through teleconference or via email to promptly respond to arising public advocacy issues. This frequency is dependent on the availability of committee members.

Quorum

A quorum is required for all meetings representing 50% of the membership plus one (Count excludes NADA staff).

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. Decisions of the Committee are made as recommendations to the NADA board.

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 this agenda item.

NADA's responsibilities

NADA has responsibility for providing meeting Chair, 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 core membership will be made up of key NADA staff, a minimum of two (2) Board representatives and a minimum of two (2) NADA Practice Leadership Group (NPLG) representatives.

The advocacy subcommittee will also include member representation which reflects the diversity of the NADA membership. We seek to include representation of the following groups:

- People with lived and living experience
- Aboriginal persons
- Gender and sexuality diverse communities
- Culturally and linguistically diverse communities

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.

Membership will cease when:

- a member resigns
- a member has not attended three consecutive meetings without suitable delegation
- the maximum term has been reached
- does not adequately declare conflicts of interest.

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, NPLG and broader NADA membership via NADA subscriptions.

Consultation with members related to specific areas

Area	Group/network	Member
Aboriginal health	ADARRN, ACDAN and ACCHO Member services	
AOD policy	NADA Board	
Children	Women's Network, Youth Network	Catholic Care
Criminal Justice	MERIT funded members	Community Restorative Centre
Family support		Family Drug Support
Homelessness		Haymarket Foundation, The Station,

LGBTI health	Gender and Sexuality Diverse Network	ACON Health, Gender Centre
Lived and Living Experience	Consumer Advisory group, Peers and Consumers Community of Practice	NUAA
OTP	Nurses Network	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	